



ST. ANN'S ACADEMY  
ESTABLISHED 1880

## **Tuition Payment Policy**

Collection of tuition fees is necessary for the operation of St. Ann's Academy. The Local School Committee, working with C.I.S.K.D., endeavors to establish tuition rates that are affordable for parents/guardians wishing to enroll their child(ren) in a Catholic school. It is the responsibility of the parents/guardians to pay the tuition fees set by the LSC in January. Tuition fees must be paid in full unless financial assistance procedures have been arranged with your parish priest and communicated to the school.

### **Guidelines**

1. Parents/guardians must apply for initial admission to St. Ann's Academy according to the admission policy and complete re-registration packages for each school year.
2. Parents/guardians can pay tuition fees through e-transfer (to [payments@st-anns.ca](mailto:payments@st-anns.ca)), through cheque, or an auto-debit payment with a bank. Parents/guardians can arrange for these payments to come out of their account on the 5<sup>th</sup> or the 22<sup>nd</sup> of each month. They may make payments over twelve months, from July to June, or they may make payments over ten months, from September to June.
3. Parents/guardians experiencing financial difficulties due to illness, limited financial means, accident or other unforeseeable events are urged to complete a financial assistance form from the school website <http://www.st-anns.ca> or at the school office, and deliver it to the attention of your priest at their parish office or contact your priest to discuss financial assistance to ensure that your family remains a part of the St. Ann's Academy community.
4. Any tuition payment, by cheque or auto-debit, which is not processed due to insufficient funds, will result in a charge of twenty dollars from St. Ann's Academy.
5. **Outstanding Payments**
  - If a payment is not processed, due to insufficient funds, or if parents/guardians fail to make a monthly tuition payment, they will be contacted by the school. At this time, the bookkeeper will make arrangements to ensure the account is brought up to date within ten school days.
  - If a payment is not received within the ten-day period, an invoice will be issued stating a deadline for payment of all outstanding fees, including service charges for insufficient funds.
  - If the account continues to be in arrears, parents/guardians will receive a letter in January, informing them that re-registration of their child(ren) will be withheld until the account has been paid in full.
  - If a family chooses not with re-register their child and if payment is still not received, in full, by the stated deadline, the school will consider the account to be in default. The outstanding balance will move to a collection agency.
  - The Local School Committee will determine any further steps for collecting unpaid tuition fees.