

# Tuition Payment

## Background

The constitution of the Christian School Society of Houston requires the board to “obtain funds for the operation of the Society by any such means as are consistent with the basis of the society... in particular tuition fees and pledges from members and associate members.” The requirement has been reasonably accomplished during the 34 years of the school’s operation. With the 1995 building addition and expansion of the school program to include

Gr. 11 and 12, budgetary demands have become more stringent. It is the responsibility of parents to pay the tuition fees set by the annual general meeting in April or May. Tuition fees must be paid in full unless financial assistance procedures have been concluded.

## Policy

Houston Christian School welcomes children from Christian parents and makes its educational program available to those meeting the admission requirements and paying the established tuition fees or those paying the tuition fee negotiated with the board.

## Guidelines

1. Parents must apply for initial admission to the school according to the admission policy and complete re-enrollment procedures as established from time to time.
2. Parents are encouraged to pay tuition fees by an “automatic transfer” method with the local bank or credit union. Lump sum payments and other regular methods of payment are also welcome.
3. Parents experiencing financial difficulties due to illness, accident or other unforeseeable events should contact the school accountant or board treasurer.
4. Parents with limited financial means are invited and urged to meet with the board treasurer or finance committee to develop a tuition fee according to financial needs.
5. Parents whose tuition fee payments fall far into arrears and who fail to make a further agreement with the board regarding payments, will in time be required to withdraw their children from the school.
6. Re-enrollment for next school year will be suspended if tuition fees remain owing or if no agreement for payment of outstanding fees is reached by Sept. 1.
7. School records will not be transferred to other educational institutions until arrears have been paid or until an agreement for payment of outstanding fees is reached.
8. Payments on accounts in arrears will first be applied to interest on arrears and secondly to the oldest outstanding balance.

## Procedures for regular payment

1. Parents wishing to enroll their children in the school will be provided an Application for Admission and invited to meet with the Admission Committee. The committee will give its recommendation for admission to the board for decision.
2. Parents must pay one month’s tuition fee within the student’s first month of enrollment.
3. Parents must pay subsequent tuition fees monthly on the date that they specify.

## **Procedures for delinquent accounts**

1. Parents experiencing financial difficulty must contact the school accountant or board treasurer to initiate alternate arrangements or to establish special tuition agreements.
2. The school accountant will remind parents by telephone within ten days after the month end if tuition fees have not been paid.
3. The school accountant will telephone parents with tuition fees more than 30 days in arrears and record the major details of the conversation on the parent's tuition record.
4. The school accountant will mail a letter of reminder to parents with tuition fees more than 60 days in arrears and attach a copy of the letter to the parent's tuition record.
5. The board treasurer will mail a letter informing parents with tuition fees more than 90 days in arrears explaining that they will be required to withdraw their children in 30 days unless payment is made or an agreement for payment reached.
6. The board secretary will mail a registered letter to parents who have tuition fees more than 120 days in arrears and who have not reached an agreement for payment informing them that their children must be withdrawn from school at the next school break (e.g., end of report card period, Christmas break, Easter break).
7. The board will determine any further steps for collecting unpaid tuition fees.