

## **Section 5 – Student Policies**

### **5.018 – Collections**

By enrolling for classes, the parent or caregiver has entered into a legally-binding contract to pay all tuition and fees, including anything non-refundable.

#### **Call to Make a Payment Arrangement:**

If the account is in collection status and/or the balance due cannot be paid, the parent or caregiver should contact the school Comptroller. Our Savior Christian Academy is committed to working with those who take time to communicate their needs. OSCA has the right to collect funds owed through multiple methods, including (but not limited to) payment arrangements that help support continued enrollment. If a parent or caregiver fails to abide by a predetermined payment arrangement, or if scheduled payment(s) are not rendered on time, enrollment can be terminated. Before a student can reenroll, bi-yearly, or yearly payment can be required.

#### **Late Fees:**

If Our Savior Christian Academy does not receive the amount due on a student account by the billing due date, the following will happen:

- A late payment fee of \$45.00 for each billing cycle that the bill is not paid.
- A hold will be placed on the student(s) record. Holds due to non-payment may have the following consequences:
  - o Current registration may be canceled including classes already attending.
  - o Student(s) might be withheld from registering in the future, ordering a transcript, and/or being issued a diploma.
  - o The student(s) may become ineligible for current or future tuition assistance.
  - o The student(s) may become ineligible for a choice in electives.
  - o The student(s) may experience suspension of services until the account is brought current.
  - o The student(s) may experience termination of services due to the account being delinquent.

#### **Collections and Fees:**

- Seriously delinquent accounts may be referred to a collection agency. Any charges incurred from this action will be assessed to the parent or caregiver.
- Any check or e-payment returned by the bank as unpaid will be assessed a \$45.00 returned charge and could result in current and/or future registration being canceled.
- Delinquent payment history could result in cash only accounts receivable.

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