

Doc. 508 – Tuition Collection Policy

Tuition Collection Policy	Approved by WCS Board of Trustees August 2024
Related Documents - WCS Policy Manual	

Whitinsville Christian School (WCS) is a non-profit Christian faith-based educational institution. As a non-profit, we must practice stringent fiscal management to make the best use of our financial resources so that we can provide a high quality educational experience to our students.

We rely on the support of the parents/guardians of our students in adhering to the terms outlined in the tuition and fee payment schedule and parent-school contract. Specifically, all parents/guardians are required to pay their tuition on time.

The Board of Trustees will partner closely with parents/guardians who face challenging financial situations and work diligently to provide appropriate payment flexibility. By working together, we hope to ensure that your child's educational experience is of high quality and the financial health of our school is assured.

All parents/guardians are required to make timely tuition payments through FACTS Tuition Management to avoid past due balances. Late payments will be assessed a \$50 fee per occurrence. A \$25 charge will be added for checks returned unpaid by the bank. A \$10 charge will be assessed for failed ACH payments. At any time families are welcome to set up a meeting to discuss financial challenges and payment options currently offered by the school.

If payments reach two months in arrears, then parents/guardians are required to meet in-person with members of our Business Office to discuss the situation and to work out alternative payment terms, which will include an agreed upon minimum monthly payment requirement. The Business Office will reach out to schedule this meeting. The meeting and resulting payment agreement signed by both parties, will be monitored for adherence by the business office going forward.

Failure to either meet with the Business Office or reach a satisfactory resolution will result in one or more of the following actions:

- Financial hold on FACTS account
- Ineligibility to participate in extracurricular activities
- Ineligibility to continue attendance on a semester basis
- Ineligibility to register for the next school year
- Referral to an outside collection agency or legal firm
- Communication of delinquency to transfer school or secondary school when asked

In addition, all parents/guardians who anticipate or experience financial challenges are encouraged to apply for financial aid through FACTS Grant & Aid www.online.factsmgmt.com/aid. Aid awards will not be communicated for the next school year unless a minimum of 50% of the current balance is paid.

Parents/guardians with past due balances as of July 1 will have their student(s) unenrolled for the upcoming school year. Re-enrollment will be contingent on payment of past due balance by July 15.

Communications with the Business Office regarding tuition should be directed to:
Finance@whitinsvillechristian.org