



LSA Collection Procedures

Updated as of 1/25/12



Tuition Payments

FACTS Management will report to the school any missed or NSF payment. FACTS will not attempt to withdraw the payment a second time. If for any reason a payment is missed or NSF it must then be made in the school office. Communication with parents and a letter will be sent stating your payment must be made within fifteen days. If the payment is not made in the school office by the fifteenth day, we will have to temporarily suspend the student's enrollment from classes until the payment is made. A \$25.00 late fee may also be added to the payment.

Twelve Monthly Payments: Families choosing the 12 month payment plan agree to pay by cash, check or credit card (with applicable fees) for their June, July and August tuition and fees payment. Payment is due on the 15th of each month. Failure to stay current in June and July will result in the family having the choice at August registration day of the quarterly or the 9 month payment plan. See payment options on the current schedule of tuition and fees.

ABC Payment

Statements will be sent home with students every two weeks. We will send a letter or e-mail to families with a balance over \$50.00 and/or that is past due by 30 days. We will follow up with a phone call at this time also. At that time, the family will need to be current to continue to use ABC. The letter and phone call will communicate that if we still have a balance outstanding 10 days later, we will have to temporarily suspend the student's enrollment from classes until the balance is paid in full. A \$25.00 late fee may also be added for continued delinquent payments as determined by the Executive Director.

Lunch Accounts

When an account balance is below \$0.00, a notice (red card) will be given to the student. A student whose lunch account is in arrears must deposit a payment to cover the deficit as well as additional food items they wish to purchase. The student will be given a sandwich along with a carton of milk until there are funds in the account to cover any other lunch options. Continued food purchases will be suspended until the balance is paid in full.

We will send a letter or e-mail to families with an unpaid balance that is past due by 15 days. We will follow up with a phone call at this time also. The family will need to be current to return to the option of purchasing any food or drink item AND to avoid the temporary suspension of the student's enrollment from classes.

Delinquent Payments/NSF (Non-Sufficient Funds)

In addition to any bank penalties, there is a \$25.00 fee in the school office for any NSF status on any method of payment (fees, spiritwear, lunch, ABC, etc.). The payment and penalty will need to be made by certified check or cash within 15 days of enrollment to continue.

It is important that families remain current on all accounts so that the school can operate in a responsible and prudent manner. Removing students from classes is not the way our school wants to have to proceed, but it is how we must handle payments not paid on time. Thank You.