

## Late Payments Policy

Tuition and fees are due on the **15th day of each month**, with a 5-day courtesy period, after which a late fee of \$50 will be charged on any outstanding balance of \$50 or more. Each family can request one (1) courtesy late fee waiver per academic year, if tuition and fees will be made current at the time of request. No additional waivers will be granted under any circumstances.

If payment is not received 10 days after it is due, an additional \$20 late fee will be applied. If the late fees plus regular fees are not paid 15 days after they are due and a payment plan has not been arranged with the Academy, your child will not be permitted to attend Queen of All Saints Academy.

<b>Late Fee Deadlines</b>	
5th day after due date (20th day of month)	\$50
10th day after due date (25th day of month)	\$20 (additional to previous fees)
15th day after due date (30th day of month)	Student is suspended until all overdue invoices have been paid in full.

Parents or guardians are responsible for meeting the tuition obligation on a timely basis. In cases of financial crisis or valid hardship, it is the responsibility of the parent or guardian to notify the school so that special arrangements and/or adjustments to the agreement may be discussed. **It is a priority that communication be made prior to the scheduled payment due date.**