TUITION FEES AND CHARGES BILLING AND COLLECTION PROCESS

Statements sent out. Payment due within fourteen (14) days from the issuing date.

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Text sent to all families 2 days prior to the due date

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Accounts which remain outstanding fourteen (14) days after the due date

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Reminder letter sent by the principal

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If no response with fourteen (14) days, phone contact by principal or principal's representative

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Regrettably, the outstanding account may be placed in the hands of the school's debt collection agency