



BOARD POLICY MANUAL	
Approval Date	Replacing All previous documents
Review Date	Page 1 of 1
Policy Section Society	Identification SOC-2011

TUITION IN ARREARS POLICY

1. Upon re-registration the registration form states tuition paying parents are legally bound to make their respective tuition payments (i.e. they have entered a legal contract whereby, Trinity agrees to provide certain service and they agree to pay a certain price).
2. Once a parent is more than \$1,000.00 behind they are sent a letter (checked every other month)
3. If no response a second more strongly worded letter is sent
4. If no response a third strongly worded letter is sent
5. If no response a phone call is made
6. If no response a second phone call is made
7. If no response and the tuition in arrears is less than \$3,000.00 nothing is done until registration

Upon re-registration for the following year:

No response

1. Family is not re-enrolled (appeal can be made to the board, in writing)

If response and less than \$3,000.00

1. Family is reenrolled with the approval of the finance committee

If response and greater than \$3,000.00

1. Acceptable arrangements must be made with the treasurer and the board to pay tuition before the following school year
2. S.I.N. number must be provided for a credit check which will stay on file with the school (no credit check will be done but permission will be granted)
3. If required a longer-term payment option would be considered

If no response and greater than \$3,000.00

1. Fourth letter is sent highlighting that registration will not be possible until additional arrangements are made (sent in early May)

If tuition in arrears is greater than \$10,000.00

1. Parents are asked to leave immediately (within the school year) unless an alternative arrangement is made (including a credit check) and approved by the board

If parents leave the school and are unresponsive, notice will be given to the credit agency (assuming we have received their respective SIN numbers @ Equifax 1-866-799-6440 and TransUnion 1-877-525-3823). If required a collection agency maybe given the file.