

ANCONA SCHOOL

Tuition and Fees Payment Policies

Prompt payment of tuition and fees is required of all families, and is an essential part of having your child enrolled in a private school. The Ancona School is a small institution and relies on prompt, full payment of all tuition and fees in order to operate. To facilitate efficient payment and collections, Ancona uses Smart Tuition as a payment processor/biller and has established standard collection policies and procedures as outlined below.

Available Payment Plans for tuition and fees:

Annual Payment Plan	A 10% deposit of the full tuition is due on March 1 st along with the signed enrollment contract prior to the start of the next school year. The balance of tuition is due in full on May 1st prior to the start of the next school year.
Monthly Payment Plan	Tuition is divided into one down payment and nine monthly payments. A 10% deposit of the full tuition is due on March 1 st along with the signed contract prior to the start of the next school year. The balance of tuition due is spread across 9 equal payments and due on the 1st of each month beginning in May and ending in January.

Tuition payments received calendar 5 days after the due date in any given month is regarded as delinquent and will be assessed a \$55 late fee for each month the account remains delinquent.

Progressive Collections Process:

- If a family misses one payment (account 30 days past due), Smart Tuition will send a notice of delinquency.
- If a family misses a subsequent tuition payment (account 60 days past due), the family must initiate a face to face meeting with the Business Manager to discuss payment arrangements. The meeting will result in a written plan signed by the family and Director of Finance and Operations documenting payment arrangements to bring the account current. If the family fails to initiate the meeting Ancona reserves the right to bar the student from class until the family arranges such written payment plan approved by the Director of Finance.
- If the family misses a subsequent tuition payment (account 90 days past due) or an agreed upon payment outlined in an approved plan (described above) the student will be suspended from classes until the tuition account is brought current.

If tuition is delinquent at the time of reenrollment, Ancona reserves the right to withhold re-enrollment contracts until the account is paid in full or a signed payment plan agreement is in place.

If tuition is delinquent at the end of the school term, registration for the summer program will not be considered official. Students will not be allowed to sit for exams, obtain report cards, transcripts or diplomas until the tuition bill is brought to a current status.

Students will not be allowed to start school in the fall if the previous year's tuition is not paid in full or addressed under a signed payment plan agreement.

If tuition payment remains delinquent even after the above measures, Ancona will refer the matter to an appropriate collection representative.