

Josephinum Academy Tuition Policy **Effective 04/01/2015**

As a private school, Josephinum Academy relies on tuition to fund its operations. Consequently, it is essential that those responsible for paying a student's tuition do so on a timely basis in accordance with their selected tuition payment plan.

If, after selecting a payment plan, a parent or guardian encounters unanticipated financial difficulty, it is the parent's or guardian's responsibility to notify the Business Office as soon as possible to discuss an alternative payment plan because failure to pay tuition on a timely basis is a serious matter.

Failure to pay tuition in accordance with a parent's or guardian's selected tuition plan can also result in serious repercussions for the student.

- If a student's parent or guardian has an outstanding balance from a previous year, the student and any siblings will not be able to enroll and attend class until the outstanding balance is paid.
- If a student's parent or guardian has not made a tuition payment prior to the start of school, the student and any siblings will not be able to enroll or attend class until the outstanding balance is paid.
- If tuition becomes delinquent during the school year, the school may hold out the student until her account is made current. In addition, the student will not earn credit for their coursework until the delinquent tuition owed to Josephinum Academy is paid by the student's parent or guardian. Also, while the student's tuition remains delinquent, they will not be able to participate in interscholastic athletics or other co-curriculars such as JAMS, JAC, or Prom. Finally, if delinquent tuition is not paid by the end of the semester, the student may be required to withdraw from Josephinum Academy.

In cases where the student is required to withdraw the student's official transcript will remain incomplete and will not be released until the outstanding tuition balance is satisfied. Additionally, while seniors with delinquent tuition balances will be allowed to participate in graduation exercises, they will not receive a diploma until their delinquent tuition balance or any outstanding fees are paid. Also, a senior's official transcript will remain incomplete and will not be updated with the student's credits until their delinquent tuition balance and any outstanding fees are paid.