

REDEEMER LUTHERAN SCHOOL
115 Wayzata Blvd. W.
Wayzata, MN 55391

PAYMENT POLICY AGREEMENT 2010-2011

Tuition may be paid in full prior to the beginning of the school year. In lieu of full payment before the beginning of the school year, semi-annual, quarterly, or monthly payments can be made. If the annual tuition amount is to be paid on a monthly basis over a nine-month period, payment is due on or before the 15th of the month beginning with September, continuing through May. A statement of account will be mailed to each family prior to the 1st of each month indicating the total amount due on or before the 15th of the month.

The process followed for addressing overdue tuition is:

- 1) An account is overdue if payment is not received by the 15th of the month.
- 2) When an account is 30 days overdue, a reminder will be mailed and a 1.5% per month (\$5 minimum) late fee will be added.
- 3) When an account is 60 days overdue, late fees continue, and another notice will be mailed. This notice will state that, unless the account has been brought up-to-date within another 30 days, the family must meet with the Principal for a mandatory needs-based assessment to create a tuition plan for the balance of the year. This plan is subject to School Board approval.
- 4) When an account is 91 days overdue, late fees and notices will continue monthly.
- 5) Any student with an unpaid balance from the previous school year shall forfeit admission for any succeeding school year until the account is paid. Students transferring from Redeemer with a past due account balance will have records withheld until such balance is paid in full.
- 6) Any parent with an unpaid balance from any previous year shall forfeit admission of any future student until the past due account is paid. Tuition for any subsequent student must be paid one month in advance of normal due dates.
- 7) Any graduate whose account is past due on graduation day shall forfeit his/her diploma until the account is paid in full. Student records shall also be withheld until such balance is paid in full.
- 8) In addition, Redeemer Lutheran School reserves the right to charge late fees, service charges, and other fees and to apply any reimbursements to be paid to the family of the student to tuition if there is an unpaid tuition account balance.

Prepaid tuition (minus a 10% administrative fee) may be refunded only at the discretion of the Day School Board.

I have read the above policy and agree to abide by its terms.

Name of Parent or Guardian assuming responsibility for tuition (**PLEASE PRINT**)

Signature of Parent or Guardian

Date