



# LOURDES CATHOLIC SCHOOL

## TUITION PAYMENT AGREEMENT

Please select your tuition payment method from the list below:

- Full payment** – will pay full amount of tuition on or before **July 15<sup>th</sup>**.
- Semester payment** – will pay full amount of tuition in two equal payments by **July 15<sup>th</sup>** and **December 15<sup>th</sup>**.
- Quarterly payment** – will pay full amount of tuition in four equal payments by **July 15<sup>th</sup>**, **October 15<sup>th</sup>**, **December 15<sup>th</sup>**, and **March 15<sup>th</sup>**.
- Monthly payment with automatic withdrawal** – will pay full amount of tuition over a twelve (12) month period, beginning **August 1<sup>st</sup>** and ending the following **July 31<sup>st</sup>**, by automatic bank withdrawal made through a checking or savings account, on either the **5<sup>th</sup>** or **20<sup>th</sup>** of the month, or both.

*Reminder to families with qualifying PreK students: Iowa pays for ten hours per week of instruction, and your remaining two hours per week is \$100 annual tuition.*

Tuition & other accumulated fees from the previous school year must be **“PAID IN FULL”** by July 31<sup>st</sup> of that school year.

If you have extenuating circumstances, please contact the billing office at 563-359-0345 before July 31<sup>st</sup>, for a “Request for Extenuating Circumstances” form, and immediately contact the Pastor at Our Lady of Lourdes Church 563-359-0345.

**Student Name(s):** \_\_\_\_\_

Print Name of Responsible Party: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent/Guardian

Signature of Responsible Party: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent/Guardian



# LOURDES CATHOLIC SCHOOL

## PAST DUE PAYMENT POLICY

It shall be the responsibility of each school family to keep the Billing Office informed of its need to make changes in the selected tuition payment plan, or adjustments in the amount expected to be paid. Such questions should be directed to the Billing Office Manager, who can be reached at 563-359-0345. Lourdes Catholic School has gone to a computerized collection agency, **Kinum Inc.** It is essential for all families to have good communication with the Billing Office, Principal, Parish Office and Pastor. Without such communication, the following policy will apply when tuition payments are late:

### 30 DAYS

**When 30 days have passed after the due date for payment, you will be contacted. We will ask for immediate payment or for you to contact the Billing Office Manager to discuss alternate arrangements.**

### 45 DAYS

**When 45 days have passed after the due date for payment, a reminder letter for immediate payment from Kinum, Inc. will be sent to the party responsible. If the party is unable to pay the amount in full, a payment plan must be established with the Billing Office Manager for the remainder of the school year.**

### 60 DAYS

**When 60 days have passed after the due date, the responsible party for tuition/fees will receive a Final warning letter from Kinum Inc. If the Billing office does not receive payment within 10 days or hear from the school family, your account will go to collections with Kinum Inc.**

**Note: Upon receiving your tuition invoices you have 15 days to dispute any charges.**

\*Our Lady of Lourdes Parish and Lourdes Catholic School wish to provide a Catholic education to all children and will work with each family to continue their child's enrollment at Lourdes Catholic School. However, failure to communicate within 10 days will be cause for review of the circumstances and may jeopardize enrollment for the next semester.\*