

Tuition Payment Policy
2009/2010

1. The tuition rate for each academic year is established by the Holy Trinity School Advisory Board upon recommendation of the Holy Trinity/St. Joseph pastor, the business manager, and the school principal. Each family enters into a written and signed agreement at the time of registration.
2. The following methods may be used for payment of tuition.
 - Payment in full due on or before August 1, 2009 to receive a \$50.00 discount
 - Ten equal payments due by the 15th of each month with the first payment due on or before July 15, 2009, and the final payment due on or before April 15, 2010.
 - Personal payment plan approved by the pastor and principal that includes regular monthly payments.
3. Monthly statements will be sent to families owing tuition.
4. Progress reports will not be sent home to families whose tuition accounts are delinquent at the end of the 1st semester. Records will not be released to other schools if tuition accounts are delinquent. People who are unable to maintain their scheduled payments during the school year must notify the principal and pastor **in advance of the due date** to avoid any penalty. In such situations, the principal and pastor will meet with the family to discuss any special arrangements that may be necessary.
5. Progress reports will not be sent home to families who have not paid all instructional fees by the end of the first nine weeks.