



## Tuition Collection Policy

Vista Ridge Academy desires to provide an affordable, quality, Christ-centered education to our students. Scholarships and financial aid are offered based on need and available resources. Vista Ridge Academy is fortunate to be supported financially by two Seventh-day Adventist churches, Boulder and Chapel Haven, and other generous donors. Our funding also comes from tuition and fees and depends on families meeting their financial obligations in order to fulfill our mission. Therefore, it is important that all tuition and fees are paid on time.

The goal of the School Board and this Tuition Collection Policy is to encourage parents to contact the school finance office when tuition payments cannot be made on time, rather than to exclude children from school.

If you are not current on paying your school bills, the following steps will be taken:

### 1. 30 DAYS PAST DUE

You will be notified through FACTS that your account is 30 days past due. If there is a problem meeting your financial commitment, please contact the school finance office immediately to make arrangements for payment.

### 2. 45 DAYS PAST DUE

RenWeb access will be disabled and records/report cards will be withheld. You will be notified by the school finance office that this step has been taken.

### 3. 60 DAYS PAST DUE

In addition to Step 2 above, the student(s) will not be able to participate in any extracurricular activities or events (sports, music, etc.). A second notice will be sent through FACTS and an email and letter will be sent from the school finance office. If you have not responded to emails, the finance office will attempt to contact you via phone. If there is still no response, you will be contacted by the school Vice Principal or Principal.

### 4. 90 DAYS PAST DUE

In addition to Steps 2 and 3 above, the student(s) may not be permitted to attend classes (effective immediately) until arrangements have been made with the Business Office and approved by Administration. A third notice will be sent through FACTS and an email and letter will be sent from the school finance office.

If there is an unpaid balance of any amount at the end of the school year, your student may not be allowed to re-enroll for the following school year at Vista Ridge Academy until the account is paid in full. In addition, grades and/or cumulative folders will not be forwarded to another school until the account is paid in full.

The preceding Tuition Collection Policy represents the generally-applicable process at Vista Ridge Academy that will be used in most cases. Any variations from this process are made at exclusive discretion of the School Board's Finance Committee and on a case-by-case basis. Such variations will be allowed only upon application of the family for a variation and a finding by the Finance Committee of unusual and extenuating circumstances.

Vista Ridge Academy reserves the right to revise/update/change this policy at any time.

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