



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 a family is not current on paying your school bills, the following steps will be taken:

1. 30 DAYS PAST DUE

If a family misses one payment (account 30 days past due), FACTS SIS will send an email notice of delinquency.

2. 60 DAYS PAST DUE

If a family misses a subsequent tuition payment (account 60 days past due), the family must initiate a face to face/virtual meeting with the Business Manager to discuss payment arrangements. The meeting will result in a written plan signed by the family and Vice Principal for Administration documenting payment arrangements to bring the account current. If the family fails to initiate the meeting Vista Ridge Academy reserves the right to bar the student from class (in-person or remote) until the family arranges such written payment plan approved by the Vice Principal for Administration.

Students will not be able to participate in any extracurricular activities or events (EdVentures, sports, music programs, etc.) until the account is brought current or a written plan is signed by the family and the Vice Principal for Administration.

3. 90 DAYS PAST DUE

If the family misses a subsequent tuition payment (account 90 days past due) or an agreed upon payment outlined in an approved plan (described above) the student will be suspended from classes (in-person or remote) until the tuition account is brought current.

If tuition is delinquent at the time of re-enrollment (January), Vista Ridge Academy reserves the right to withhold re-enrollment contracts until the account is paid in full or a signed payment plan agreement is in place. Students will not be allowed to obtain report cards, transcripts or diplomas until the tuition bill is brought to a current status. Students will not be allowed to start school in the fall if the previous year's tuition is not paid in full or addressed under assigned payment plan agreement. If tuition payment remains delinquent even after the above measures, Vista Ridge Academy will refer the matter to an appropriate collection representative.

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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