

## **FINANCIAL RESPONSIBILITY**

Each school in the diocese will have a written explanation of the financial responsibility of parents and guardians. This list may include items such as: tuition, fees, fundraising obligations, if any, the procedures for financial delinquency including continuation at school and participation in graduation ceremonies. This should be published in the parent/student handbook and as part of the tuition contract.

Students will not be permitted to register at another Catholic school within the Diocese of Salt Lake City until all financial obligations at their current or previous Catholic schools within the diocese have been met.

Transcripts, report cards and/or other student records may not be withheld for non-payment of tuition and/or other school fees.

### **Regular Tuition Collection**

All schools will use a professional agency to manage tuition electronically (such as: FACTS, SMART, local bank, etc.). Each school will set policies and timelines for collection of tuition and fees.

### **Delinquent Bills**

Students at the secondary level are not to take final examinations until school bills are paid or alternative arrangements are made in writing with the local school. Caution should be taken so that this policy does not unduly embarrass the student. If final examinations are taken, the student has the right to receive credit and the official transcript. A student may not be admitted to another Catholic school if payment is delinquent.

Students at the elementary or middle school level may not register in the school for the following year until school bills are paid.