

NATIVITY B.V.M. HIGH SCHOOL, INC.
TUITION COLLECTION POLICY

Nativity B.V.M. High School, Inc. makes every effort to provide an affordable, quality, Christ-centered education to our students. Scholarships and tuition assistance are offered based on need and available resources. However, the majority of the School's funding comes from tuition and fees and we cannot fulfill our mission or provide fundamental school operations unless the obligations of every student are met on a timely basis. Therefore, it is imperative that families pay all tuition and fees (collectively, "Tuition") in a timely manner. To that end, the following is the School's Tuition Collection Policy effective January 1, 2014.

1. 30 Days Past Due: A "Past Due Notice" will be sent to any family with Tuition more than 30 days past due. The Past Due Notice will include a copy of the Tuition Collection Policy and provide that if all past-due Tuition is not paid in full, or a mutually acceptable agreement for the payment of all past-due Tuition is not reached, the steps outlined in the Policy will be strictly enforced. Recognizing that various circumstances may impact a family's ability to pay Tuition in a timely manner, all families receiving a Past Due Notice that are not able to pay all past-due Tuition in full will be encouraged to contact the School to discuss an agreement to make alternative arrangements for payment.
2. 45 Days Past Due: If all past-due Tuition is not paid in full or a mutually acceptable agreement for the payment of all past-due Tuition has not been reached, within 45 days after the Tuition is due, the School shall withhold report cards and transcripts from the student. In addition, a second "Past Due Notice" will be sent to the family.
3. 60 Days Past Due: If all past-due Tuition is not paid in full, or a mutually acceptable agreement for the payment of all past-due Tuition has not been reached within 60 days after the Tuition is due, in addition to step 2 above, the student will not be permitted to participate in any School events or extra-curricular activities (including, but not limited to, prom, sports teams, band, play, etc.). In addition, a third "Past Due Notice" will be sent to the family.
4. 90 Days Past Due: If all past-due Tuition is not paid in full, or a mutually acceptable agreement for the payment of all past-due Tuition has not been reached within 90 days after the Tuition is due, in addition to steps 2 and 3 above, the student will not be permitted to register for the following or any subsequent semesters.

In addition, it is Diocesan Policy that no student shall receive a diploma or transcript if any financial obligations are outstanding.

Lastly, in addition to the above, the School reserves all rights, at law or in equity, to collect any past-due Tuition both while students are enrolled and after they are no longer attending Nativity.