

Policies / Definitions

Active Parishioner - Definition

- The family is registered in the parish.
- The registered family worships with the parish community on a weekly basis. In order to verify parishioner status, envelopes should be used whenever attending Mass, regardless of contribution. Families who give electronically need to mark the envelopes accordingly and place them in the basket on Sundays. Placing an envelope in the basket is also a visual sign to the children of the importance of giving.
- The registered family contributes time and talent to parish and/or archdiocesan activities/ministries. Details of this involvement must be indicated on the application.
- If you are an active parishioner of a parish other than Our Lady of the Lake and you meet that parish's criteria, you should select the active parishioner option in the contract spreadsheet. Please list the name of your parish in the tuition contract to receive this credit. The credit will be subject to your parish's approval or confirmation.

Active Parent - Definition

- The family volunteers a minimum of 10 hours in the school and/or parish (excludes fundraising) - **AND** -
- The family volunteers a minimum of 20 fundraising hours in the school year - **AND** -
- The family provides additional financial support by either:
 - Auction purchase/underwriting/sponsorship of \$1,000 **OR**
 - Scrip purchases totaling \$5,000 or more **OR**
 - Wreath & poinsettia sales of \$1,000 or more **OR**
 - Endowment contribution of \$1,000 or more
 - \$100 will be charged for every incomplete fundraising or volunteer hour

Policies related to tuition payments:

- Late payments or NSF will require EFT for the remainder of the year. In addition, a \$25 fee will apply for NSF. We understand and agree that after July 15th 2016, we are responsible for paying the entire tuition for our child (ren) for the 2016-2017 school year even if we decided to have our child (ren) attend elsewhere.
- In the event that an account is turned over to collection because of nonpayment, Our Lady of the Lake Catholic School reserves the right to add any and all collection fees, interest, court costs and/or legal fees to the balance of tuition and fees due.
- I understand if my account is not current at the time of application for the next school year or graduation, Our Lady of the Lake reserves the right to withhold services until the account is made current including payment of all fees that have accrued.

Tuition Collection Process

- Each month the list of past due tuition payments are reviewed.
- After the 15th of each month statements are mailed to those families in arrears.
- For those that are past due at least one month, a red "Past Due" is stamped on the statement.
- If a family becomes two months behind on their financial obligations, the Principal and/or Business Manager will notify the members of the SAC Finance Committee and there will be a discussion of appropriate action to be taken.
- Once determined and approved by the Principal and/or Pastor such action shall be carried out by one or more members of the SAC Finance Committee.
- Actions may include but are not limited to a letter, phone call or a request for a personal meeting that may include the Pastor, Principal, Business Manager and SAC Finance Committee.
- If the family does not call to make an appointment, or if they do not follow through on agreed upon plan, then the Business Manager sends a letter indicating possible legal ramifications.
- At admission time, for those families whose tuition is past due, a letter is sent to the applicant family stating that the application form has not been sent, because the account is in arrears, and that the tuition contract will not be mailed until tuition is current.
- At admission time, we also send letters to families who do not meet active parishioner status; as well as current families with siblings applying and who don't meet criteria; and new families with a place in the class, but who don't meet the criteria.