



*Shaping local leaders and global learners*

## Policies and Procedures

### Section Three - Fiscal Management

#### **Policy 330.4 - Non-payment of Tuition Fees**

**The Superintendent shall ensure that procedures are in place to deal with parents that have failed to fulfill the financial requirements of the Enrolment Contract.**

#### **Procedures**

1. No student will be permitted to start attending VIS until application fees & registration fees have been paid.
2. No student will be permitted to start attending VIS until tuition payments have been committed. Tuition is due in full no later than two weeks after the first day of each term.
3. The School will act in good faith to try to circumvent any action, due to non-payment of fees, to prevent the disruption of a student's educational course of study.
4. A notice of pending action will be sent to the parents when fees are 30 days past due.
5. Any notice of pending action by the School will be reported to the Superintendent.
6. If an account is 60 days past due, and a mutually agreeable resolution to the problem has not been found, VIS will notify the parents that their child has been removed from the school's roll and that the parents will be requested to withdraw their child from the School.
7. VIS will withhold any records, report cards, transcripts, or leaving certificates until all tuition and fees are paid.
8. Re-enrollment contracts will not be accepted for the next year until all fees are paid for the current year. If tuition becomes delinquent after re-enrollment, the student will be considered conditional until all debts are cleared from the previous year. The student's seat may be in jeopardy and filled by a student from the waiting list if the account remains delinquent after June 15.
9. In individual cases, and without prejudice, these procedures may be amended at the discretion of the Head of School with the concurrence of the Superintendent.

Approval Date: November 9, 2022