



## WHAT YOU SHOULD KNOW ABOUT OUR PAYMENT POLICY

Good Shepherd Lutheran School is a non-profit organization. We make a great effort to keep expenses as low as possible and to be fiscally responsible stewards. We try to streamline payment policies whenever possible to reduce clerical time spent in special handling of individual accounts. To that end, we have instituted payment policies designed to treat all families the same and to be efficient, effective, and responsible.

- **BASIC PAYMENT POLICY: YOUR CHILD MAY ATTEND SCHOOL AS LONG AS YOUR FINANCIAL OBLIGATIONS ARE HONORED.**
- Tuition is **DUE** the **FIRST** of each month and is **DELINQUENT** after the **FIFTH**. The second through the fifth **IS** the grace period.
- Post-dated checks are not accepted..
- Extended Care is billed **AFTER** use and is due the first of the month following billing and is delinquent after the fifth. Extended Care may not accumulate, and accounts not cleared completely each month will be subject to late charges and the consequences below.
- After 30 days, families not current in their accounts may be asked to keep their children home until the bills are paid in full.
- Late payment charge is \$35.
- One account statement will be given to the responsible parent(s) each month. All financial arrangements are the responsibility of the parents. No duplicate statements will be mailed.
- If any family has an unforeseen financial difficulty, we urge them to call us immediately before late charges accrue or the account is out of our hands. We will make every effort to accommodate the situation in a way agreeable to all.