

Collection of Past Due Tuition Payments Salem Lutheran School

FAMILIES USING THE FULL PAYMENT OR TWO PAYMENT OPTION

*Failure to make required and scheduled tuition payments directly to Salem Lutheran School will result in an immediate electronic notice.

*Failure to pay the sum owed, in full, within ten (10) days of this notice will result in a \$40 late fee added to the account balance.

*Failure to pay the aggregate sum, in full, by the 20th day following the notice will result in an additional \$40 late fee added to the account balance.

*An additional \$20 late fee will be added to the balance thereafter, every ten (10) days, until the balance is paid in full by cash, check, or credit card.

FAMILIES ENROLLED IN SMART TUITION MANAGEMENT SERVICES

*Failure to make the required monthly tuition payment through SMART due to Non Sufficient Funds (NSF) in the drafted account, or invalid account, will immediately result in a \$40 charge by SMART.

*SMART will automatically make a second attempt to draft the designated account ten (10) days later and add an additional \$40 late fee to the balance due.

*A second FAILED attempt by SMART resulting in NSF notifies the school. At this time you are required to settle the account by *making payment directly to Salem Lutheran School, including all late fees, by cash, or credit card. Checks will not be accepted.*

Or

*You will be required to sign an **Amended Tuition Agreement** to include both current and past due tuition amounts, including all late fees, with an adjusted monthly payment plan for the remainder of the school year.*