



## OCA Financial Collections Policy

1. All accounts must be current by August 1<sup>st</sup> for a child to begin the school year.

**2. Past due notice:**

- a. The family will receive notification if a payment is not collected by the due date for any given month during the payment cycle. If payment is made by last day of the month no further action is required.

**3. If account is not paid in full by month end:**

Family will be requested to come sign a plan of action to bring the account current with an additional 30 days. This plan will include the amount due school and acknowledgement of receipt of Delinquent Account Policy. *The following will be in effect:*

- a. Until the account is fully paid, all students in the family may not participate in extracurricular activities and all trips. This shall include but not limited to any sports practice, camp or tournament. Further students are not considered part of an OCA sports team as member, manager or otherwise, drama, music, mission trips, graduation ceremonies, Student Council, Senior Trip, or other activities requiring overnight stay regardless if infraction occurs after an activity/season has begun. All students in the family may participate in class trips and activities that are part of the curriculum.
- b. School records (including but not limited to diplomas, schedules, transcripts, report cards, test information) will not be released until the outstanding balance is paid in full.

**4. 2 months behind on payments:**

- a. The family will be required to meet with the Headmaster to determine an appropriate plan of repayment.
- b. All sanctions in prior section will continue until a decision is made regarding continued enrollment and plan of action regarding payments. Students may be suspended until debt is paid.
- c. If paid in full within 5 school days and case is reviewed and approved by Headmaster / Board of Trustees – absences will be “excused”. School work will be subject to policy covering same as found in Student Handbook.