

Bishop McVinney School

155 Gordon Avenue

Providence, RI 02905

Phone: (401)781-2370 Fax: (401)785-2618

“We are dedicated to PEACE-MAKING”

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www.bmvschool.org

2014/2015 School Year

Procedures for Payment of Delinquent Tuition and Fees

Any tuition and other fee accounts will be considered delinquent if payments are not received by the due date. The following procedures will be followed by the school to be sure that delinquent payments are received promptly and that account(s) are up to date:

1. Parents will receive written notice from the school principal no later than two weeks after a scheduled payment is past due. If a late payment is not received by the school within the grace period of the next two weeks, then parents will be required to meet in person with the school principal to determine a plan for payment.
2. Any parent who fails to meet with the school principal after the two week grace period for submitting a late payment, may not send their child(ren) to school. No child(ren) will be allowed to return to school until such time as all overdue payments have been received and credited to the proper account, and after parents have met with the school principal.
3. After following the above procedures, should any tuition or fee account(s) remain or continue to fall further in arrears, then parents will be required to withdraw their child(ren) from the school. Should this action be required, written notice of the date of withdrawal will be sent to the parents by the principal of the school.

This agreement must be signed and dated below and returned to school. Please retain a copy for your records. If you have any questions please contact Mr. Hebert or Miss Deb at 781-2370.

Parent/Guardian Signature

Date

Parent Guardian Signature

Date

Student Name(s)

Grade(s)

