



HAA Tuition Collection Policy 2011-12

Our Commitment to Our Families

The Hellenic American Academy strives to make our educational programs accessible to all families desiring to attend. Where families have a demonstrated need, the Academy has an established financial scholarship program. Additionally, from time to time, financial incentive programs are available through our benefactors to help defray costs to families. However, it is the parents' responsibility to notify the Accounting Office if they are having difficulty meeting their financial obligations. Parents who have a concern about their ability to make a payment should promptly contact Marios Kefalopoulos at 847.317.1063 x 204. All such conversations will be handled on a confidential basis.

Day School Payment Options

Your financial obligations are detailed in the 2011-12 Tuition & Fees Schedule which may be supplemented from time to time by documents detailing additional costs for any extracurricular activities your child participates in. The Hellenic American Academy offers two basic payment plans for the Day School:

- **Standard (2 Payment) Plan** - Half the total tuition and fees are due by the first day of school (or first day of attendance for students transferring in). The remaining half is due in January on the first day of school.
- **Monthly Payment Plan** - The total of tuition and fees are paid in nine (9) monthly payments due from September to May on the first of the month.

We strongly encourage parents to set up automatic bill payments with their financial service providers where possible. Automatic bill payments save time and resources for both our families and the Academy.

Past Due Accounts

The procedure for addressing past due accounts is generally as follows:

1- 30 days past due	<ul style="list-style-type: none"> • Accounting sends 1st reminder by mail • \$30 late fee added automatically to tuition account
31-60 days past due	<ul style="list-style-type: none"> • Accounting sends 2d reminder by email or phone • Another \$30 late fee added automatically to tuition account
61- 90 days past due	<ul style="list-style-type: none"> • If family has not contacted Accounting, Accounting calls or emails to arrange a meeting with family to discuss payment arrangements • Another \$30 late fee added automatically to tuition account
91+ days past due	<ul style="list-style-type: none"> • If family has not contacted Accounting to discuss payment arrangements, then the Academy will treat the amounts due as a prolonged delinquency and reserves the right to take any of the actions detailed below • Another \$30 late fee added automatically to tuition account

Prolonged Tuition Delinquency

Prolonged tuition delinquency is extremely disruptive to the operation of our school. We ask our community to please help us by making a conscientious effort to make timely tuition payments. When despite our best efforts to contact and work with a family, parents fail to meet tuition obligations then, in addition to any other actions available to it, the Academy reserves the right to:

1. Interrupt class attendance by family members until the balance is fully paid or a payment plan is agreed with the Academy.
2. Transfer the case over to a collection agency. The account will continue to be in collection for the full amount.
3. Only transfer student records to another grammar or high school after a \$500 penalty fee is paid.
4. Withhold report cards from students and diplomas from graduating students.
5. Not accept the family's registration for the following year.