

Immanuel Lutheran Church & School

Day School Tuition Payment Policy

In order to be able to provide a high-quality, Christian education to our students, we must all do our part. As a parent/guardian of a student or students enrolled at Immanuel Lutheran School in Columbus, NE, one of your responsibilities is to pay the tuition in a timely manner.

Should you become behind in your payments, the following is the official policy on how Immanuel Lutheran School will handle delinquent accounts:

Each month if the full monthly payment is not made within 10 days of the due date, a \$20 late fee will be applied to your account. A \$30 fee will apply for any failed electronic transaction or dishonored check. FACTS will attempt to contact you by phone and/or email when your account becomes delinquent. If your account becomes more than 90 days past due, Immanuel reserves the right to demand balance in full and your account may be turned over to a collection agency. Additionally, your student(s) may not be allowed to enroll at Immanuel Lutheran School for the following semester.

Understandably, circumstances arise that can make timely tuition payments difficult. Should that become an issue, payment arrangements can be made with the Immanuel Lutheran Church Business Office.

By signing this policy, you agree to adhere to the terms herein.

Thank you for your cooperation and understanding.

Immanuel Lutheran School
Immanuel Lutheran Church

Signature

Printed Name

Date