



Fee Collection Policy Flowchart

Fee Statements Issued

1st Friday each Term via email
(4 Fee Statements Issued Per Year)

Fees Due

3rd Friday each Term
(courtesy reminder TXT sent Monday fees are due)

Step 1

Finance Department

Overdue Fee Reminder

7 Days After Fees Due
(Contact made via SMS, Email, Phone)

Final Overdue Fee Reminder

14 Days After Fees Due
(Contact made via SMS, Email, Phone)

Step 2

Business Manager

Meeting Request

28 Days After Fees Due
(Contact made via SMS, Email, Phone)

Step 3

Principal

Refer to Debt Collection Agency

35 Days After Fees Due
(referred without further notice)