



Delinquent Account Policy

The Clarksville Academy Board of Trustees affirmed the Delinquent Account Policy and placed the following into effect beginning the 2018-2019 academic year.

Monthly tuition payments for the 2020-2021 school year began on August 1, 2020 and will be due thereafter on the first business day of every month through July 2021. Any payment received after the 10th of each month will incur a \$150 late fee. Biannual and Annual payments received more than ten days late will incur a 10% late fee.

Delinquent Accounts:

Families who cannot meet the stated deadline should contact Tyler Hickman, Director of Finance, (thickman@clarksvilleacademy.com) or Julie Whitlow (jwhitlow@clarksvilleacademy.com) in the Business Office. Families must be proactive in addressing any late or unpaid fees and formulating a tuition management plan. The following procedures will apply to past due accounts:

A. 30 Days Delinquent:

The family will receive an emailed invoice of the late payment, which will also include the \$150 late payment fee. The email will instruct the family to contact the business office immediately to initiate payment.

B. 60 Days Delinquent:

1. A meeting between the family and the business office will be held within one week of the 60-day delinquency date.
2. All students in the family will be removed from school (unable to participate in any academic or athletic activity) until the delinquent account is paid in full.

3. If the account is made current within 5 school days of the 60 Days Delinquent account meeting, and the case is reviewed and approved by the Head of School, absences will be marked "excused." School work will be subject to review by the Divisional Head of School.

C. 90+ Days Delinquent:

1. All students in the family will be dis-enrolled from Clarksville Academy.
2. No records will be released until account(s) is/are paid in full.
3. Account will be forwarded to the school attorney to be placed in collection.
4. Re-enrollment can only take place upon the account being made current and subsequent review and approval by the Head of School.

Each family is given one opportunity to go through the 30/60/90 day delinquency process. For families repeating the delinquent account process, student suspension is immediate at the 30 day delinquency point.