



# EMERSON WALDORF SCHOOL

## *From the EWS Board:*

### **ON MEETING OUR TUITION OBLIGATIONS: THE EWS ARREARS POLICY**

The EWS Board of Directors, which bears the responsibility for the financial health of the school, would like to see all families meet their tuition obligations in a timely fashion. From time to time, however, families in our community face financial hardships such as job loss, illness and so on. Frequently these hardships also impact the School in the form of missed or late tuition payments. Since EWS depends on tuition for 90% of its income, the late payment of tuition may well impair our ability to pay teachers and staff and to run programs, ultimately adversely affecting the quality of our children's education.

No one at Emerson Waldorf School wants to lose a single family. We all appreciate the struggle and sacrifice made by many families in order to provide their children with a Waldorf education. A family knowing it will have difficulty meeting its tuition payments must write a letter to the Finance Director immediately. The school will work with the family to try to find a mutually agreeable way to meet the tuition obligation. As always, all financial information is confidential.

In the event a family falls into arrears with its tuition payments the following steps will be taken:

1. When a payment is 5 days past due, TADS will email the parents and a late fee of \$29 is charged.
2. When a payment is 10 days past due, TADS will call the parents. The late fee is removed if immediate payment is received.
3. When a payment is 30 days past due, a finance charge, equal to 5% of the total arrears, will be added. The Finance Director will send a letter, via certified mail, reminding the parents of their past due balance, as well as the terms of this Arrears Policy.
4. When payment is 60 days past due, the family will receive a phone call from the Finance Director requiring them to keep the child(ren) at home. If a child is brought to school despite this requirement, the class teacher or high school adviser will send the child to the office and the parents will be called for immediate pick-up.