



Delinquent Account Policy

Monthly tuition payments, for the 2023-2024 school year, will begin on August 1, 2023. Monthly tuition will be due on the first business day of every month through July 2024. Any payment received after the 15th of each month will incur a \$150 late fee. Biannual and annual payments received after the 15th will incur a \$150 late fee. Annual payments are due August 1, 2023. Biannual payments are due August 1, 2023, and January 1, 2024.

Delinquent Accounts:

Families unable to meet the stated deadlines should contact Kim Satterfield, Chief Financial Officer, (ksatterfield@clarksvilleacademy.com) in the Business Office. Families must be proactive and address any late or unpaid fees and formulate a tuition management plan. The following procedures will apply to the past-due accounts:

A. 1 Day Delinquent:

The family will be emailed a late notice invoice, which will also include the \$150 late payment fee. The email will instruct the family to immediately initiate payment.

B. 15 Days Delinquent:

After 15 days of non-payment, a meeting between the family and the Business Office will be held, and parents/guardians must sign a payment agreement.

C. 31 Days Delinquent:

On the 31st day, a certified letter will be mailed to the parents/guardians. If the account is not made current, within five school days, upon receipt of the letter, all students in the family will be disenrolled from Clarksville Academy. Tuition Insurance will be filed for approximately 40% of the remaining balance.

Other Notes:

- Records will be released once the entire account is paid in full.
- Unpaid balances will be forwarded to the school's attorney to be placed in collection.
- Re-enrollment can only occur upon the account being made current and subsequent review with approval by the Head of School, Jennifer Hinote.

