

**DIOCESE OF DES MOINES**

**Catholic Schools Policies/Regulations**

**BUSINESS PROCEDURES**

**Use of Tuition Management Company**

The Office of Catholic Schools will review and select a tuition management company for use by the Diocese of Des Moines Catholic schools. Each school will use the selected tuition management company to manage tuition collections. Each school will have a tuition payment process that allows for payment of tuition to begin no later than July 1 and be completed by April 30 of each school year. 12-month arrangements based upon the fiscal year are also acceptable with tuition management company's tuition payments.

Individual schools have the option to develop discount programs for pre-payment and multi-child attendance. However, school policies that violate IRS rules are prohibited.

If a family indicates a desire to transfer to another diocesan catholic school, the receiving school's principal must notify the exiting school to ensure that the transferring student is in good standing academically, disciplinarily and financially. No school is to allow enrollment until arrangements have been secured to ensure payment of all outstanding accounts. Every effort should be made to prevent families from moving within the diocesan school system to avoid paying tuition for services received.

Policy Adopted: May 16, 2016