

## VALLEY LUTHERAN HIGH SCHOOL

### TUITION POLICY

**2025-2026**

Thank you for choosing Valley Lutheran High School. We are honored to partner with your family in preparing students with a biblical foundation for a life of faith, learning, and service.

Each year, all families are required to review the *Tuition & Fees Schedule* and this *Tuition Policy* and then complete and sign a **Financial Contract**. This contract outlines your financial commitment to Valley Lutheran High School and must be submitted before your student may begin attending classes.

We understand that financial circumstances can change. If your family experiences a hardship, we encourage you to reach out to our Business Office right away. Our team is here to help you navigate scholarship options such as School Tuition Organizations (STOs) and Arizona's Universal Empowerment Scholarship Account (ESA) program. You can reach the Business Office at **602-230-1600, ext. 111**.

#### Payment Policy & Priority

- Tuition payments are applied to outstanding tuition first, followed by fees for activities, athletics, interim, and other charges—regardless of payment designation.
- A student's participation in extracurricular programs (e.g., athletics, fine arts, interim) may be paused if the tuition account is not current.

#### Late Payment Policy

To remain good stewards of our school's financial obligations and ensure fairness across our families, the following policy is in effect:

##### **1. 30 Days Past Due**

A hold will be placed on grades and report cards until the account is brought current or a payment plan is arranged. Regular monthly payments are expected even when scholarship funds are anticipated.

##### **2. 60 Days Past Due**

The student may be temporarily withdrawn from classes until the account is brought current or appropriate arrangements are made.

### **3. Final Exams & Transcripts**

Students with outstanding balances will not be permitted to sit for final exams. Transcripts will reflect an “I” (Incomplete) until the account is resolved.

### **4. Graduating Seniors**

Diplomas and final transcripts will be withheld until all tuition and fees are paid in full.

### **5. Re-enrollment**

Students with unpaid balances from the previous school year will not be eligible to re-enroll until the balance is cleared.

### **6. Delinquent Accounts**

An account, which is more than 90 days past due may be referred to a collection agency or small claims court.

### **7. Due Date & Fees**

Monthly tuition payments are due on the 5th of each month. Late payments may incur a late fee.

### **8. Convenience Fees**

Payments made by credit card, ACH, or ClassWallet may incur a processing fee, which will be added to the student’s account.

## **Communication is Key**

We are committed to supporting our families and understand that life circumstances may shift unexpectedly. Please keep the lines of communication open. Our Business Office is here to help find a solution whenever possible.

Together, and with Christ at the center, we can ensure every student’s experience at Valley Lutheran High School remains enriching and uninterrupted.

## **Policy At a Glance**

**Note:** You can download the full policy as a PDF. The download button will display on the Thank You for Submitting Page.

- Payment Schedule:**

Tuition payments for the 2025–2026 school year begin August 5 and end May 5, following the Tuition & Fees Schedule.

- **Due Date & Late Fees:**

Payments are due by the 5th of each month. A late fee will be assessed for any payments not received by this date.

- **Delinquency Policy:**

As outlined in the full Tuition Policy, account balances must not exceed 60 days past due. Families are responsible for ensuring that all tuition and fees are paid in full and on time.

- **Payment App & Access:**

Payments are made through the PlusPortals application (app). You will access the portal by using your login credentials, which will be provided to you by Mr. Scholz at the beginning of the school year.

- **Reminders:**

Invoices may be viewed through PlusPortals under the Forms/Billing Tab, then click on My Invoices, and your open invoices will display. Invoice updates occur monthly, and a payment reminder will be emailed one week prior to each due date.