



Saint Patrick School

of the Terre Haute Deanery

Account Collection Procedures

St. Patrick School of the Terre Haute Deanery strives to operate in a financially responsible manner. It is crucial that families remain current on all accounts (tuition, cafeteria, clubs, and other activities) in order to maintain a proper working budget. St. Patrick School of the Terre Haute Deanery will follow the guidelines below for collecting payment.

Tuition Payment

Families can either pay the annual tuition in full by a designated date or can sign up for an automatic payment plan through FACTS Management System. Families will be notified by FACTS if a payment is missing or a payment cannot be pulled due to insufficient funds. Families with tuition payments overdue by more than 30 will receive notification and must make a plan to become current. Overdue accounts may be referred to the Host Pastor for further action. Failure to resolve overdue balances may result in denial of future registration, collection agency intervention, and /or the withholding of transcripts.

Cafeteria Accounts

The cafeteria operates on a prepaid basis. Payments are made in the school office or via My MealTime. Cash, check, and credit are all accepted. Families with a negative account balance will receive an outstanding balance letter. Immediate payment is expected. Families with negative account balances overdue by more than 30 days must meet with school administration. Failure to resolve a negative account balance may result in students being provided an alternative lunch, denial of future registration, and/ or collection agency intervention.

Extra Activities, Events, and Merchandise

All extra activities and events sponsored by St. Patrick School require prepayment. Participation will not be allowed until payment is made. All purchased merchandise can be obtained ONLY after payment is made.

(Revised and Approved: 05/2024)