



UAP - LATE TUITION NOTICE

The Universal Academy of Pittsburgh (UAP) makes every effort to provide an affordable quality education in an Islamic environment for our students. The cost to educate each student exceeds the total tuition and fees that are assessed to each student's account. This means every student is granted a discounted tuition. In addition, financial aid and Zakat program proceeds are awarded to students based on need and available resources.

The majority of the school's income is derived from student tuition and fees. The school cannot fulfill its mission and cover fundamental school operation costs unless the obligations of every student are met in a timely manner. The school's expectation at the time of registration is that all tuition and fees will be paid on time, according to the terms of the TADS payment plan the family has signed.

UAP will implement the following policy on all delinquent tuition payments thirty (30) days after the due date.

After 30 Days of past due payments:

UAP will mail a certified letter (first notice) to families with delinquent payments requesting to submit a written "Alternative Payment Plan"- **within 14 days** of receiving the first notice- to satisfy its financial obligations. This plan should include a written statement outlining the extenuating circumstances resulting in the delinquencies, and a plan to pay the **full account balance within 60 days** of the original past due date. Acceptance of the payment plan will be determined by the principal and the board of directors.

If a parent/guardian does not submit a written alternative plan for payment to the school administration **within 14 days** of receiving the first notice, the parent portal "Educate" will be put on "hold", and report cards and progress reports will be withheld.

After 30 Days of Receiving the First Notice (or 60 days of the original past due date):

The enrollment removal process will begin for students with an outstanding balance, and collection efforts will be turned over to a collection agency.

The Enrollment Removal Process

A second certified letter will be mailed to the family verifying that the student is no longer eligible for enrollment. The letter will state the amount owed, payment date, and the last date the student will be permitted to attend classes unless the stated amount is paid in full.

The student must turn in all classroom materials (including, but not limited to, text books, Chromebook, charger, classroom equipment, etc.) to the Office on the last day of their classes.

Please note:

- If any outstanding balance remains on a student's account, the school reserves the right to withhold the student's records. Once the student account balance is paid in full, all records will be released.
- A \$50 fee (per occurrence) will be collected on checks or electronic payments that fail (i.e., do not clear the bank).
- TADS applies **\$50 late payment fee per child per payment** for all payments received after the due date.
- Any family that has two returned checks in one school year must keep the account current by payment in certified check, money order or credit card.
- A family may not return to UAP for a new school year unless tuition from the previous year has been paid in full.
- In all cases, the school reserves all rights to collect any past-due Tuition. This may result in referring your account to a collection agency or pursuing legal action.

The goal of UAP school is to provide an education in an Islamic environment to every student that desires one. By working together, we can make sure this goal is met. The UAP school encourages all responsible parties to maintain open communication with the administration to ensure a complete understanding of each family's financial circumstance.

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