



## Catholic Diocese of Columbus

### **550.0 – Religious Education Tuition Collection**

The controls we institute over funds received towards religious education tuition are instrumental in assuring that funds are available for carrying out our responsibility for catechesis of the faithful.

The policies in this section are in addition to those in **Section 400 – Cash Collection and Receivables**. The additional controls which are to be put in place are outlined in the following policies:

551.0 – Tuition Collection Plan

552.0 – Administration of Student Accounts



## Catholic Diocese of Columbus

Policy     Guideline  
 Diocesan     Parish     School     All

### **551.0 - Tuition Collection Policy**

All Religious Education programs in the Diocese are to have a written tuition collection policy. The policy is to address, but is not limited to, the following topics:

1. tuition levels for Parish members and non-members
2. additional fees to be anticipated
3. consequences of late payment
4. consequences of non-payment

The policy is to be given to parents at the time of registration.



## Catholic Diocese of Columbus

Policy     Guideline

Diocesan     Parish     School     All

### **552.0 - Administration of Student Accounts**

Each Religious Education program is to establish a recordkeeping system that allows for the posting of amounts due and amounts received from each individual student for tuition and other billings.

This recordkeeping system is critical to understanding if a student's financial obligations are being met.

Each significant type of billing (i.e. tuition, retreat, registration fee, etc.) is to be tracked separately.

On at least a monthly basis, the recordkeeping system is to be reconciled to the primary accounting system for the entity.