

2024-25 Tuition Management Calendar

June 2024

June 3 rd	Begin Account Activation for all approved students
June 10 th	Quarterly 23-24 Tuition Delinquency Conversations take place
June 26 th	Blackbaud Tuition Invoices sent to families with July 15 th due date
June 27 th	Send final list of families to collections (22-23 and 23-24)

July 2024

July 1 st	Ongoing roster review and school confirmations on students; Account Activations continues as needed throughout the school year.
July:	Initial Blackbaud Tuition Invoices sent to families
a. July 12 th	with August 1 st due date
b. July 16 th	with August 5 th due date
c. July 22 nd	with August 10 th due date
d. July 27 th	with August 15 th due date
e. July 30 st	with August 20 th due date
July 8 th	All schools are asked to send e-mail and IRIS alerts to parents notifying them that 2024-25 billing has begun (TMO will provide suggested templates)
July 8 th	Work with school principals to address remaining past due balances; Review active 24-25 accounts with 23-24 or 22-23 balances to determine next steps; Notify schools of returning families with large balances
July 22 nd	Contact families who have missed their first tuition payment (TMO will provide list to principals, RFMs, and RSs); remind families of tuition policy.

August 2024

August 1 st	Ongoing roster review and school confirmations on students; Account Activations continue as needed throughout school year.
August 1 st	Remind ALL schools to send e-mail and IRIS alerts PRIOR to August 15th reminding parents of Tuition and Fees Policy (TMO will provide suggested templates)
August 1 st	Review/Update TMO Fall Admin Training Materials
August 5 th	Monitor Zero payment report and reach out to schools to determine if families should be withdrawn.
August 15 th	PLEASE REMEMBER: If notice of withdrawal is received by the school <u>after August 15</u> (and the student does not attend) only 90% of the annual tuition will be forgiven. <u>The family is obligated to pay the remaining balance of 10% of the annual tuition as billed.</u> Please review the <u>2024-25 Tuition and Fees Policy.</u>
August 15 th	2023-24 past due balances rolled to 2024-25 accounts when appropriate/permissible
August 19 th	Schools must contact families who have not cleared 2023-24 balances and/or made first 2024-25 payment about delinquency status and possible tuition suspension (TMO will

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assist you in identifying such families).
August 19th Enrollment, Tuition Management and Educate Fall Trainings

September 2024

September 9th Family Tuition Obligation for a Withdrawn student (who attends at least one day in the month) is **20% Annual Net Tuition**
September 16th Actively complete eligible balance transfer

October 2024

October 1st Family Tuition Obligation for a Withdrawn student (who attends at least one day in the month) is **30% Annual Net Tuition**
October 1st Quarterly 24-25 Tuition Delinquency Conversations via Zoom begin to take place
October 1st Start CSF School Verification Reconciliation (SVR) process
October 7th Reconciliation of financial aid/scholarships in Blackbaud with providers
October 7th Reconciliation of Kremer Foundation awards in Blackbaud with providers
October 21st Initial 2025-26 Tuition Rate Discussions begin with RSs and RFMs (*Tentative*)
October 28th Initial 2025-26 NON-Participating Kremer Foundation Discussions begin with Enrollment Office and RFMs

November 2024

November 1st Family Tuition Obligation for a Withdrawn student (who attends at least one day in the month) is **40% Annual Net Tuition**
November 1st Reconciliation of UPK Wrap Around students in Blackbaud with TADS Enrollment
November 27th Send final notice to WDWB families
November 25th Admissions opens for 2025-26 (*Tentative*)

December 2024

December 2nd Family Tuition Obligation for a Withdrawn student (who attends at least one-day in the month) is **50% Annual Net Tuition**
December 3rd Prepare funding request for financial aid/scholarship providers
December 3rd Final Review of Proposed Tuition Rates Begins (*Tentative*)

January 2025

Week of...

January 6th TMO 2025-26 Calendar Review & Process Overview
January 13th Quarterly 24-25 Tuition Delinquency Conversations begin
January 17th 2025-26 Tuition Rates sent to Norma Arnold to update GRSS school websites
January 17th 2025-26 New & Returning Spreadsheet sent to Financial Assistance Office

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January 21 st	Review delinquent tuition accounts: all accounts with past due balances \$1,500 or greater to be placed on HOLD in TADS enrollment (i.e., they will NOT automatically receive a link to re-register for the new school year).
January 21 st	Provide Call Center and Financial Assistance Team with 2025-26 tuition info.
January 21 st	2025-26 Family Communication Packets distributed to all GRSS schools <ol style="list-style-type: none">Cover letter template2025-26 Tuition and Fees Rate Sheet2025-26 Tuition and Fee Policy
January 27 th	Catholic Schools Week
January 27 th	Send final list of families to collections (22-23 and 23-24)

February 2025

February 3 rd	2025-26 Set-up information sent to Blackbaud (by TMO) <ol style="list-style-type: none">Tuition and Fees rate cardsSchool payment schedulesApproved fee and discount categoriesAccount settings (e.g., invoice type, messaging on invoice, etc.)Blackbaud Call Center alert and FAQ's2025-26 Tuition & Fees Policy
February 3 rd	Update 2025-26 Employee Student Discount Verification Documents <ol style="list-style-type: none">Create list of eligible students for the 2025-26 Employee Student DiscountUpdate email sent to families via Blackbaud with instructions on how to submit their Employee Student Discount Verification FormSend updated form to Associate Superintendent for Teacher Personnel for final review
February 3 rd	2025-26 Registration opens for all families (February 3 rd ?)
February 11 th	Kremer Foundation Participating Schools Conference Call (ZOOM)
February 25 th	Monitor aging report; Principal to send warning letter to families 60 days in arrears with special attention to payment plans and registration HOLDS.

March 2025

March 3 rd	Begin "Spring Cleanup" on 2024-25 Blackbaud accounts <ol style="list-style-type: none">Deactivate unused Blackbaud accountsUpdate incorrect/missing addresses, phone numbers and e-mails
March 10 th	Review of Proposed 25/26 Before & After School Fee Rates Begins (ZOOM)
March 17 th	Host Spring TMO Training Conference Calls (ZOOM) <ol style="list-style-type: none">Review Tuition Management CalendarReview Policies and Procedures (e.g., what's new for 2025-26)

April 2025

April 7 th	Quarterly 24-25 Tuition Delinquency Conversations begin
April 15 th	Registration Fee Incentive Period Ends (April 15 th)
April 17 th	2025-26 data transfer to Blackbaud begins; pending family accounts reviewed by TMO
April 21 st	TMO to confirm PK program choices (e.g., half day, full day) with Schools

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April 28th Send final notice to WDWB families

May 2025

May 5th Initial financial aid/scholarship match and review begins
a. Scholarships and financial aid added to Blackbaud accounts as they are awarded (i.e., GRSS, BASF, and CSF)

May 12th TMO to begin sending billing rosters to schools for review, revision, and approval

May 16th 2025-2026 Employee Student Discount Verification Forms emailed to families

May 16th Schools are asked to send local scholarship data to TMO for inclusion in billing for first invoice (information can continue to be sent throughout the account activation period, but may not appear on initial invoices).

May 22nd Deadline for receipt of 2025-26 Kremer Foundation application (May 22nd)