

2025-2026 Tuition Management Calendar

June 2025

Week of:

1. June 2nd TMO to review prior year balances with schools and strategize on collections and rollovers.
2. June 2nd Initial warning sent to all families with outstanding balances who are not returning for 25-26.
3. June 16th All Pending Agreements currently in FACTS finalized by this date.
TMO to finalize new Pending Agreements on a rolling basis as they are generated.
4. June 30th Review/Update TMO Fall Admin Training Materials.

July 2025

1. June 30th Continue to address prior year balances with returning families.
2. June 30th Final warning sent to all families with outstanding balances who are not returning for 25-26.
3. July 7th Credit transfer process to begin.
4. July 14th Families with outstanding balances to be sent to collections (unless cleared or payment plan arranged).
5. July 28th Remind **ALL schools to send e-mail and IRIS alerts PRIOR to August 15th reminding parents of Tuition and Fees Policy.**

August 2025

1. August 4th Enrollment, Tuition Management, and SIS Fall Trainings.
2. August 4th Email to go out to principals about missed first payment (July billing families).
3. August 4th Multiple Failed Payment monthly review begins.
6. August 11th **PLEASE REMEMBER:**
If notice of withdrawal is received by the school after August 15 (and the student does not attend) only 90% of the annual tuition will be forgiven. The family is obligated to pay the remaining balance of 10% of the annual tuition as billed.
Please review the 2025-26 Tuition and Fees Policy.
7. August 18th Begin rollover exceptions.
8. August 25th Schools must contact families who have not cleared 2024-2025 balances and/or not made first payment toward 2025-2026 balance (TMO will assist in identifying families).

September 2025

1. September 2nd Family Tuition Obligation for a Withdrawn student (who attends at least one day in the month) is **20% Annual Net Tuition.**
2. September 2nd Multiple failed payment- monthly review.
3. September 2nd TMO to review first batch from Summer to send to collections
4. September 15th Update GRSS Master Contact List – Fall Review.
5. September 15th Schedule Quarterly Delinquency Meetings for October.

2025-2026 Tuition Management Calendar

October 2025

1. September 29th Family Tuition Obligation for a Withdrawn student (who attends at least one day in the month) is **30% Annual Net Tuition**
2. September 29th Start CSF School Verification Reconciliation (SVR) process
3. September 29th Multiple failed payment- monthly review
4. October 6th 1st Quarterly 25-26 Tuition Delinquency Conversations via Zoom begin
5. October 6th Reconciliation of financial aid/scholarships in FACTS with providers
6. October 6th Reconciliation of Kremer Foundation awards in FACTS with providers
7. October 13th Prepare GRSS Bill (to go out at the end of the month)
8. October 20th Initial 2026-27 Tuition Rate Discussions begin with Treasury
9. October 27th Initial 2026-27 NON-Participating Kremer Foundation Discussions begin with Enrollment Office and RFMs

November 2025

1. November 3rd Family Tuition Obligation for a Withdrawn student (who attends at least one day in the month) is **40% Annual Net Tuition**
2. November 3rd Multiple failed payment- monthly review
3. November 3rd Reconciliation of UPK Wrap Around students in FACTS with SIS
4. November 10th Final Review of Proposed Tuition Rates Begins (*Tentative*)
5. November 24th Send final notice to WDWB families

December 2025

1. December 1st Family Tuition Obligation for a Withdrawn student (who attends at least one-day in the month) is **50% Annual Net Tuition**
2. December 1st Multiple failed payment- monthly review
3. December 1st Meetings with Principals (and RS's) to share 2026-27 tuition rates
4. December 8th Update 26-27 Tuition and Fees policy
5. December 15th Schedule Quarterly Delinquency Meetings for January
6. December 22nd Update parent refund documents
7. December 22nd Update Zendesk canned responses
8. December 22nd Update FACTS documents

2025-2026 Tuition Management Calendar

January 2026

1. January 5th Family Tuition Obligation for a Withdrawn student (who attends at least one-day in the month) is **60% Annual Net Tuition**
1. January 5th TMO 2026-2027 Calendar Review & Process Overview (TMO Team)
2. January 5th Multiple failed payment- monthly review
3. January 5th 2nd Quarterly 25-26 Tuition Delinquency Conversations begin
4. January 5th Review delinquent tuition accounts with DOE - all accounts with past due balances \$1,500 or greater to be placed on HOLD in FACTS (i.e., they will NOT automatically receive a link to re-register for the new school year).
5. January 12th 26-27 Tuition Rates sent to Norma Arnold to update GRSS and CESA school websites
6. January 12th 26-27 New & Returning Spreadsheet sent to Financial Assistance Office, Inner City Scholarship Fund, and Parent Help Line
7. January 19th 26-27 Tuition Rate Sheet & Tuition Policy distributed to all GRSS schools
8. January 26th Send final list of families to collections (25-26 and 24-25)

February 2026

1. February 2nd Family Tuition Obligation for a Withdrawn student (who attends at least one-day in the month) is **70% Annual Net Tuition**
2. February 2nd Multiple failed payment- monthly review
3. February 9th 2026-2027 Set-up information sent to FACTS
 - a. Tuition and Fees rate cards
 - b. School payment schedules
 - c. Approved fee and discount categories
 - d. Account settings (e.g., invoice type, messaging on invoice, etc.)
 - e. FACTS Call Center alert and FAQ's
 - f. 2026-2027 Tuition & Fees Policy
4. February 9th Update 2026-2027 Employee Student Discount Verification Documents
 - a. Create list of eligible students for the 2026-2027 Employee Student Discount
 - b. Update email sent to families via FACTS SIS with instructions on how to submit their Employee Student Discount Verification Form
 - c. Send updated form to Associate Superintendent for Teacher Personnel for final review
5. February 9th Kremer Foundation Participating Schools Conference Call (ZOOM)

2025-2026 Tuition Management Calendar

March 2026

1. March 2nd Family Tuition Obligation for a Withdrawn student (who attends at least one-day in the month) is **80% Annual Net Tuition**
2. March 2nd Multiple failed payment- monthly review
3. March 2nd Begin “Spring Cleanup” on 25-26 FACTS accounts
 - a. Deactivate unused FACTS accounts
4. March 9th Review of Proposed 2026-27 Before & After School Fee Rates Begins (ZOOM)
 - a. Confirm with RFMs
5. March 16th Host Spring TMO Training Conference Calls (ZOOM)
 - a. Review Tuition Management Calendar
 - b. Review Policies and Procedures (e.g., what’s new for 26-27)
 - c. Discuss end of year procedures (e.g., final before/after school fees, etc.)
 - d. Tuition Collection & Record Holds
6. March 16th Schedule Quarterly Delinquency Meetings for April
7. March 16th Start adding transactions to pending 2026-2027 agreements in FACTS

April 2026

1. March 30th Family Tuition Obligation for a Withdrawn student (who attends at least one-day in the month) is **90% Annual Net Tuition**
2. April 6th Quarterly 25-26 Tuition Delinquency Conversations begin
3. April 6th Multiple failed payment- monthly review
4. April 6th TMO to confirm PK program choices (e.g., half day, full day) with Schools
5. April 20th Begin contacting schools about incomplete enrollments
 - a. Missing students within families
 - b. Unpaid or failed payments on registration fees
6. April 20th Update Master contact list-Spring Review
7. April 27th Send final notice to WDWB families

May 2026

1. April 27th Family Tuition Obligation for a Withdrawn student (who attends at least one-day in the month) is **100% Annual Net Tuition**
2. April 27th Initial financial aid/scholarship match and review begins
 - a. Scholarships and financial aid added to FACTS accounts as they are awarded (i.e., GRSS, BASF, and CSF)
3. April 27th Multiple failed payment- monthly review
4. May 4th TMO to begin sending billing rosters to schools for review, revision, and approval
5. May 4th Deadline for receipt of 26-27 Kremer Foundation Application (Date TBD)
6. May 18th 26-27 Employee Student Discount Verification Forms emailed to families
7. May 18th 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).
8. May 18th Review SIS Billing setup in FACTS for 26-27

2025-2026 Tuition Management Calendar

June 2026

1. June 1st Family Tuition Obligation for a Withdrawn student (who attends at least one-day in the month) is **100% Annual Net Tuition**
2. June 1st Multiple failed payment- monthly review
3. June 1st Ad-Hoc Delinquency Meetings with Select Principals/Regional Superintendents
4. June 8th Begin **Finalizing Agreements** for all schools
5. June 22nd FACTS Invoices sent to families with July 15th due date
6. June 22nd Credit transfer process for 26-27 tuition accounts (July schools)
7. June 29th Send final list of families to collections (25-26 and 24-25)
8. June 29th Review/Update training materials for Fall Admin Trainings