



## Payment Plan Options

Thurgood Marshall Academy provides payment plan options to families/guardians on a case by case basis. These options are available to those families/guardians that may need the extra time to remedy dues owed to the school. Fees incurred by the student at any time are the responsibility of the parent or guardian.

### Student Fees

Any student fees accumulated during a student's enrollment at the school, must be paid in full to receive any student records, report cards, or transcripts. Any and all student records will not be released for a student who is carrying a balance including when the student graduates, withdraws, or transfers schools to the student, parent /guardian, or any other entity requesting such records. The school will terminate student and family access to electronic records such as NetClassroom until payment is made or a payment plan is initiated as determined by the NetClassroom access policy. Senior students will be restricted from participation in graduation activities (e.g. prom and graduation) unless all fees for such programs are paid in full and the student's overall school fee balance is cleared or a payment plan is initiated.

Families receive updates of student account bills at multiple times throughout the school year. Student fees are assessed for the following:

- Textbooks
- NSLP (School Lunch)
- Uniforms
- School IDs
- School supplies
- Credit Recovery (Keystone, etc.)
- Student testing fees (PSAT, SAT, ACT, AP exams)
- Student consumables (workbooks, novels, lab materials, any other supply provided to a student).
- School issued electronic devices used by the student (laptop, e-reader, tablet, etc.)
- Senior fees including graduation, prom, senior trip, etc.
- Any other item where a fee is assessed by the school

### Payment Plan Eligibility

To be eligible for a payment plan a student and his/her parent/guardian must:

1. Be a current Thurgood Marshall Academy student.
2. Have a balance of \$100.00 or more. Additionally, the following initial payment criteria must be met:
  - a. If the student's balance is between \$101.00 – \$499.99, an initial payment equal to or greater than 50% of the balance must be paid or \$100.00, whichever is greater.
  - b. If the student's balance is \$500.00 or more, the initial payment must be equal to 20% of the total balance due.

3. Provide a credit or debit card for automatic withdrawal or agree to specific payment plan options which at a minimum entail a monthly draw down rate. Payment plans shall not exceed a six (6) month window. If for any reason the credit/debit card on file cannot be processed, the parent/guardian must provide updated credit/debit information within five (5) business days after notification from the school of the invalid credit/debit card. If updated payment credit/debit information is not provided by the parent/guardian, the payment agreement will become null and void and all outstanding fees will become payable to the school. The student and parent/guardian will become ineligible for any additional payment plan options.

**Graduating Seniors**

All fees/dues owed by seniors must be paid by graduation or the student will not receive a diploma, school records, or transcript until all fees/dues are satisfied.

**Withdrawal of Student and Fees**

Parents/Guardians may withdraw their child from Thurgood Marshall Academy at any time by initiating the withdrawal process. The withdrawal process involves the completion of a withdrawal form with the registrar's office, return of all assigned textbooks, and payment of all outstanding school fees. Thurgood Marshall Academy will not release any student records, transcripts, report cards, or any other records without full payment of outstanding school fees.

**IMPORTANT:** Payment plan options will be terminated upon the second missed and/or cancelled payment. The student and his/her parent/guardian will be responsible for paying all outstanding fees in full to obtain printed or electronic student records, including NetClassroom. The school will not release any school records to the student, parent, or any outside entity for students with an outstanding balance.