



Operations Manual

Governed By: Fiscal	Effective Date: 04/01/2013
Procedure: Tuition #8	Updated Last: July 2013
Purpose: Ensure that tuition payments are processed weekly and student balances are current.	
Refer to Policy #:	

Summary:

Center Managers should work closely with fiscal staff so that the tuition balance for each student is current and the payments are processed timely. The following procedures should be followed:

- Center managers should forward all tuition payments to the fiscal department by Tuesday at 12:00 noon for the current week.
- The Fiscal staff then needs to verify that the deposits have been correctly entered and question any payments that have not been received. The weekly reconciliation is then given to the Executive Assistant by 2:00 each Wednesday.
- If a student;s balance is over 2 weeks or more delinquent, the Center manager should advise the family that the student cannot attend the extended hours or daycare until payment is made and account is current.
- Fiscal should receive the monthly DSS billing from the perspective center managers and record accordingly. The fiscal staff is also responsible for monitoring the DSS payments and updating the balances accordingly. If there is an issue with the a DSS payment the senior accountant should notify the center manager with the issue.
- It is imperative that all accounts are kept current to ensure that CEO expenses are covered.



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Program or Site:	Effective Date:
Procedure:	Updated Last:
Purpose:	

Summary: