



## **IMMACULATA CATHOLIC SCHOOL TUITION DELINQUENCY POLICY FOR 2018-2019**

The purpose of this document is to underscore Immaculata Catholic School's need for prompt payment of tuition by all families. The financial policies of Immaculata Catholic School are based on a need to maintain a strong financial foundation. If unforeseen financial difficulties arise, families should immediately contact the Immaculate Conception Church Business Manager in order to review the financial hardship and seek to find a mutually agreeable alternative tuition payment plan. Understanding that unexpected situations can and do arise, ICS strives to work with families. The School must, however, maintain an adequate revenue stream to meet its financial commitments and to ensure that all students and their families are treated fairly and equitably. Families who become delinquent in their tuition obligations pursuant to the agreement they have reached with ICS will be notified that their student(s) will not be allowed to continue their education at ICS until the tuition obligation is current. Specific guidelines are as follows:

- 1) All past due/delinquent tuition and fees must be paid current by the first day of class or the student(s) will not be seated.
- 2) When tuition is 30 days past due, a letter will be sent to the family requesting that tuition be brought current.
- 3) When tuition is 60 days past due, a second letter will be sent to the family explaining the non-admission policy.
- 4) If ALL tuition payments are not current as of December 31st, the student(s) will not be seated In January upon return from break.

For the second half of the year, the same protocol will be followed with the following modifications:

- 5) If ALL tuition payments are not current three weeks prior to the last day of class, student(s) cannot take the final exams. Report cards will show an incomplete in each subject. Eighth graders will not be allowed to participate in graduation exercises or receive school transcripts. The same shall apply to underclassmen.

All report cards, student records, transcripts, and diplomas are the property of Immaculata Catholic School and will not be issued to current, transferring, or graduating students until all tuition is paid in full. Immaculata Catholic School is committed to your child's education and spiritual growth. In exchange, ICS requests your commitment to the financial well-being of our school through honoring your tuition agreement.

I have received and reviewed this tuition agreement and agree to its terms and conditions of the IMMACULATA CATHOLIC SCHOOL TUITION DELINQUENCY POLICY for 2018-2019.

Signed \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_  
(Parent/Guardian)

Responsible Party for Payment of Tuition \_\_\_\_\_  
(this must match payer on SMART form and/or Parent or guardian if payment made directly to ICS)

Signature of Responsible Party \_\_\_\_\_ Date \_\_\_\_\_

**This Form must be completed, signed and turned into the ICS office. If the form is not completed, signed and turned in by the first day of school the student (s) will not be seated and sent home. Please keep a copy for your records.**