



IMMACULATE CONCEPTION SCHOOL & PARISH
Business Office
2008-2009
Finance Council Non-Payment Policy



The Finance Committee Policies concerning non-payment of tuition, fees, fund-raisers and other debts to Immaculate Conception School include:

Prior to the start of the school year, a family who is delinquent in tuition payments as agreed to prior to the start of the school year (including FBT financing), or has not made tuition payment arrangements, or has an outstanding NSF check or previous year's unpaid balance, *cannot* bring their child(ren) the first day of school or any day thereafter, and will be marked "unexcused absence" until the matter is appropriately resolved.

During the school year, any family who is delinquent more than 60 days on any tuition payment plan will be placed on "PROBATION". Any family whose FBT tuition financing is "charged back" to the school, who defaults on the SMART Plan or any other payment plan will be placed on "PROBATION". A family on probation because of delinquency to the school may be denied participation in school activities and/or services at the school. Denial of participation in activities and/or suspension of services from the school will continue until tuition payments or the delinquency is paid. NSF checks (for any payment) and "stop" payments are considered non-payments and are subject to this Non-Payment policy.

**Activities subject to denial of participation include but are not limited to any or all the following:* going on the eighth grade trip, going on the athletic club trip or other school sponsored trips, attending school dances or assemblies, receiving graduation gowns, attending field trips, before/after care, participating in extra-curricular activities which cost to participate, and/or participating in graduation mass or graduation.

**Services subject to suspension include but are not limited to any or all the following:* registration packet(s) for subsequent school year not issued, previously agreed to tuition payment plans become null and void, future participation in a payment plan can be cancelled (not allowed to participate in the FBT tuition financing program, the SMART program or any other financing plan), cancellation of the next year's registration, forfeiture of the next year's registration fees, forfeiture of a place in the school for the following school year and immediate dismissal from school during the current school year.

Probation and Suspension: Families will be notified of their probationary status by mail or telephone. **Probation includes but is not limited to any or all of the following:*

- **Immediate out-of-school suspension.** The family must immediately pay what is owed the school, including any late fees, interest charges, any principal due, any processing fees, any NSF fees and any attorney fees necessary for collection of the debt in order for the student(s) to be allowed to return to school or go to class. If brought to school, suspended children will be held in the office and not allowed to go to class. Parents will be called to pick up their children.
- Families must agree and abide by any probationary payment plan set by the Business Office, until the remaining debt is paid. The probationary agreement must be followed strictly. If the agreement is not upheld on the part of the family, the student(s) will be asked to withdrawn from school.
- If a suspension lasts longer than five (5) days, a family will be given three (3) days to complete the necessary procedures for withdrawing their child(ren) from school. The students will not be allowed to return to school in the future or enroll in ICS the following school year or any other school year in the future as long as the debt remains.

NSF Checks: **NON-PAYMENT OF NSF's WILL RESULT IN OUT-OF-SCHOOL SUSPENSION**

It is a crime to issue "NSF" or "Account Closed" checks (LSA-R.S. 14:71). The policy concerning NSF checks is as follows: an NSF check is considered non-payment. All NSF checks must be replaced in within **ten (10) business days** of the invoice date, plus any NSF fees. All payments are to be made in cash, money order or cashier's checks. Repayment may NOT be in the form of another personal check or account which was NSF. Repeat offenders (defined as families having more than 3 NSF's) are subject to the probation policy. Checks returned NSF for registration will forfeit the student(s) registration until the NSF is repaid and the student(s) will not be considered registered until repayment is received.