



Tuition Contract

This agreement dated _____ is made and entered into between Immaculate Conception School (ICS) and _____ (name), who is/are the (check one):

- Parent(s)
 Legal Guardian(s)
 Other

of the following students:

Student 1 _____ Grade _____ Student 2 _____ Grade _____
 Student 3 _____ Grade _____ Student 4 _____ Grade _____

Payment of Tuition:

1. The undersigned agrees to pay tuition for the entire school year (beginning July through May) in the amount of _____ (tuition). Parents shall select a payment plan for tuition from among the options set forth below. All tuition payments shall be made in accordance with the payment plan.
2. If a tuition payment is forty-five (45) days overdue, ICS may impose any or all of the following sanctions; at ICS' sole discretion. Sanctioned actions include:
 - a. Assessing late fees
 - b. Withholding academic records
 - c. Disallowing student's participation in sports or other school activities
 - d. Withdrawing student from class participation
 - e. Withdrawing student from school
 - f. Using a collection agency
 - g. Filing a claim in court
3. A family with an unpaid balance for the current school year may not register for the following school year until the tuition for the current school year is paid in full. School records, diplomas or transcripts will not be released until all tuition and other charges have been paid in full.

Refunds:

1. If the student is withdrawn, for any reason other than request by ICS or mutual agreement, during the school year, remaining tuition through the end of the year must be paid in full unless the principal agrees in writing to refund a portion of the remaining tuition. Otherwise, there will be no refund, credit, or reduction for withdrawal, absences, vacations, snow days, illnesses, holidays or moving.
2. If a student is asked to leave or withdraw from ICS, the undersigned is responsible for the prorated annual tuition through the end of the month in which the student withdraws.
3. Prepaid tuition will be refunded in full only if cancellation is made, in writing to ICS, within 14 days prior to the first class day classes are scheduled to start.

General Terms and Conditions:

1. Prior to completing the registration process, payment of a non-refundable registration fee in the amount of \$150.00 for 1-student; \$275.00 for 2-students; \$325.00 for 3-students is required. The registration fee is non-refundable for any reason, including but not limited to, a denial of a student application, but the registration fee will be credited toward the student's final tuition payment.
2. The term and conditions of the ICS enrollment and other policy information which may be provided to the student are hereby incorporated into this Agreement by reference.
3. It is further understood, that student and student's parents/guardians, will abide by the policies and guidelines as documented in the ICS Handbook.
4. Returned checks: All returned checks will incur a fee of \$25.00. If two checks are returned for insufficient funds, ICS will no longer accept the personal checks and you will be required to pay in cash, with a certified check from a local bank.
5. I/We understand that a place will be reserved for our student(s) only if this form and the registration fee are submitted with this Agreement. I/We understand that acceptance of enrollment depends on student's successful completion of the current school year and on full payment of all tuition and fees for the current and/or prior school years.
6. I/We understand that ICS reserves the right to deny enrollment and/or expel a student whom it determines is unsuitable for enrollment.

I/We, the undersigned, have read and understand the Terms and Conditions of this Agreement, for the enrollment of my/our student(s) for the 2019-2020 school year. I/We agree to abide by said Terms and Conditions and agree to fulfill the total financial obligation for payment of tuition as set forth herein.

Signature of Parent/Legal Guardian/Other

Date:

Address

Signature of Parent/Legal Guardian/Other

Date:

Address

I elect to pay the total amount due adhering to the following payment schedule:

Option 1 – Single Payment Plan. I elect to pay the total tuition amount on or before July 1, 2019. Payment is payable to Immaculate Conception School.

Option 2 – Loan. I elect to obtain a loan from Firelands Federal Credit Union, eligibility to apply begins May 1, 2019.

Immaculate Conception School admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.