

Immaculate High School
TUITION PAYMENT POLICY 2010-2011

STUDENT'S NAME _____ **CLASS OF** _____

Immaculate High School Tuition Payment Plan will be administered by FACTS Tuition Management Program for the 2010-2011 academic year. The Immaculate High School tuition policy is as follows:

1. Tuition obligations must be paid on time and in full.
2. Students whose tuition accounts are in arrears at mid-term exam or final exam time may be prohibited from taking exams.
3. Financial Aid Awards will be applied in equal amounts upon receipt of tuition payment(s). Tuition payments must remain current or student/family risks losing the financial aid award.
4. In the event your automatic payment is declined, **FACTS** will impose the following fees:
 - First failed attempt by **FACTS** - a \$25 fee
 - Second failed attempt by **FACTS** (15 days in arrears) - an additional \$25 fee
 - Third failed attempt by **FACTS** (30 days in arrears) - an additional \$25 fee
5. In the event your tuition account is delinquent, IHS may take the following actions:
 - At 45 days – Student's Edline account will be shut down, progress/report cards will be withheld and students may not be allowed to participate in extracurricular activities.
 - At 60 days - Student(s) will not be permitted to attend classes at IHS.
6. Students who withdraw owing tuition will not be able to obtain the release of transcripts by Immaculate High School.
7. Both parents/guardians are considered fully responsible for all financial obligations to Immaculate High School for their child(ren), unless a legal document or agreement that determines otherwise is presented to Ms. Moira Rachel, IHS Business Manager.

I/we have read and understand the above policy, agree to its terms and accept responsibility of all financial obligations to Immaculate High School for my/our child.

Parent/Guardian Signature _____ **Date** _____

Please print name _____ Relationship _____

Email address (required) _____

Parent/Guardian Signature _____ **Date** _____

Please print name _____ Relationship _____

Email address (required) _____

Please complete, sign, and return this form to the Business Office by June 1, 2010. Thank You