



**IMMACULATE CONCEPTION SCHOOL & PARISH**  
**Business Office**  
**2007-2008**  
**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 "absent" 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:* receiving report cards; 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, 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:* 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:** 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:

- The family must 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 to avoid denial of activities or suspension of services. The family 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.
- In the event of a breach on a family's part, the probationary status will be suspended and children will not be allowed to return to school and go to class. Services from the school will be denied immediately. 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.

**Suspension:**

A suspended family will be notified by mail or phone call that their child(ren) have been suspended. If a suspension results lasting 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:**

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 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.

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