



**Immaculate Conception School**  
**2009-2010 School Year**  
**BUSINESS OFFICE**  
**Registration Form Instructions and Information**



The Business Office of Immaculate Conception Parish Schools is pleased to welcome you and your family to the 2009-2010 school year. The Business Office is available to answer questions you may have regarding registration fees or tuition. If you need to contact us, you can call (504)348-4950 or email us at [businessoffice@icchurchparish.org](mailto:businessoffice@icchurchparish.org).

**SECTION I** *Please do not leave any fields blank.*

- Please print your child(ren)'s name(s) in order of oldest first, youngest last, last name, first name. *Example:*

<b>Names of Student(s):</b>	<b>Grade Entering:</b>
Doe, John	8th
Doe, Jane	4th
Doe, James	PK4

- Marital Status: Please check the box that applies to your marital status.
- Custodial Parent: Please indicate with whom the child(ren) live.  
 (If there are any court orders indicating parent responsible for tuition, please call the Tuition Department to submit a copy. All documents and conversations are strictly confidential.)

**SECTION II** *Please do not leave any fields blank.*

- Please fill in the requested father's name and information as well as the mother's name and information.  
*If the address is the same for both parents, check the box marked "Check if same".*
- Email addresses: It is very important to put a valid, current email address where important information can be sent via email such as tuition statements and updates. Please keep us informed of any changes.

**SECTION III** *Registration will only be processed with payment attached and parent signature on form.*

- **Registration Fees: (non-refundable)**  
 Oldest or only child: \$165.00      Each additional child: \$150.00 *Pls. write amt. enclosed and pmt. number.*

**TUITION IS DUE: MAY 15<sup>TH</sup>. A \$150.00 DELINQUENT FEE ON UNPAID TUITION APPLIES AFTER THIS DATE.**

**TWO Tuition payment options: (refundable)** *Please indicate on the registration form which payment option is your preference.*  
**Option 1: PAYMENT IN FULL** anytime between January 21, 2009 and May 15, 2009 (**Default if no option is selected**) Acceptable forms of payment: Checks, money orders, cashiers checks. Cash payments are ONLY accepted at the Business Office. *Partial payments towards balance are acceptable but must be made prior to May 15<sup>th</sup>.* This year, Mastercard and Visa payments will be accepted at the Business Office for special circumstances ONLY.

**Option 2: MONTHLY - Line-of-Credit for Tuition through First Bank & Trust**

- New accounts can be opened by the Business Office located at the High School Library, **Notre Dame Hall Bldg.**, 4520 6<sup>th</sup> Street during regular school hours (8am-3pm) or by appointment after hours. We recommend calling before coming to the office. Please use the side entrance during regular office hours.
- Activators for existing accounts will be sent to parents who are less than 60 days past due and those on probation that have honored payment arrangements made with the Business Office.  
*If you do not receive an activator, please contact the Business Office.*
- Lines-of-credit are financed at 9.75% APR. Families that have not had previous FBT accounts charged-off (or cancelled) can apply. Payments are due the first of the month, beginning July 1<sup>st</sup> and will be payable over 10 months (July-April). Families exceeding 60 days in delinquent payments will be placed on probation by the Business Office. For more information about the Immaculate Conception Parish Finance Council Non-Payment Policy, please visit our website at <http://www.icschargers.org/BusinessOffice.html>.

*\*Lines of Credit with FBT are established for the full tuition amount due. Down payments can be made to reduce the total finance amount if made prior to May 15<sup>th</sup> (cash, check or charge). Only the Business Office can make changes to the line-of-credit activator.*

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➤ **TUITION RATE INFORMATION**

- **Parish Supporter Rates:** For students to qualify for these rates, an Immaculate Conception Parish Church Supporter Letter must be attached to the registration form at the time of registration. To qualify for the 2009-2010 school year, a minimum contribution of \$325.00 must have been donated during the calendar year of 2008. *(To qualify for the 2010-2011 school year, a minimum contribution of \$350.00 must be donated throughout this calendar year, due by December 31, 2009. No lump-sum contributions will be accepted the last week of the year to be eligible for Parish Supporter rates.)*
- **Church Parish Vouchers:** A voucher from the Catholic Church Parish that a family supports, other than Immaculate Conception Church, will be accepted at registration **PER STUDENT** to qualify for the Parish Supporter Rates. The voucher must be an original and signed by the parish Pastor of your Church. **No photocopies** will be accepted. Contact your Church Parish office regarding vouchers.
- **Non-Catholic Family Rates:** If a student does not have a Catholic Baptismal Certificate on file or if the registrant does not present one at the time of registration, the Non-Catholic rates **MUST** apply.

- **Parent signature required:** The parent enrolling the child(ren) at Immaculate Conception School is required to assume responsibility for tuition/fees related to the enrollment of the child(ren) and acknowledge all relevant tuition due dates. This parent/guardian must sign this form and print his/her name under the signature line. No child will be considered registered without this signature. *(If there are any court orders indicating the parent responsible for tuition, please call the Tuition Department to submit a copy. Custodial disputes can be very complicated and the Business Office cannot be placed in the middle in its efforts to collect tuition).*
- **Tuition Late Fees:** Any registered student with an unpaid tuition balance after Friday, May 15, 2009 at 3pm will be assessed a **\$150.00 late fee per student and will be added to the tuition balance**. The delinquent fee will be assessed for those who checked off "Tuition Paid in Full", checked off "Line of Credit with FBT" who did not sign the necessary papers to activate or re-activate their line-of-credit, or anyone with a balance that has not made payment arrangements. Those students names will be put on a waiting list and may not be allowed to attend the first day of school until tuition payments are made or other arrangements are made.
- **NSF or Returned Check Fees:** For any payments made payable to Immaculate Conception School returned for insufficient funds or other reasons, a charge of \$25.00 per returned check will be assessed. The check amount plus the \$25.00 charge must be repaid to the school with a money order, cashiers check, or cash within 10 calendar days from the date of our notification to prevent further consequences. Out-of-school student suspension may result for non-payment of NSF checks and further non-payment of NSF checks will result in the suspension of check privileges or dismissal of the student from school. It is a crime (LSA-R.S. 14:71) to issue "NSF" or "Account Closed" checks in the state of Louisiana and is subject to prosecution under the law.
- **Financial Aid:** Financial aid is need-based. It is not intended to be an entitlement program and applications must be submitted each year. There is no automatic re-enrollment. There is a limited amount of financial aid from Immaculate Conception School and those limited funds are available only to students registered for the 2009-2010 school year, with priority given to Immaculate Conception Church Parish Catholic Supporting Families. Financial Aid Packets will be made available at a date announced at a later time in the Tuesday Parent Bulletin. There will be a deadline for packet submission. No packets will be accepted after the deadline. For more information, please call our office or visit the website at <http://www.icschargers.org/BusinessOffice.html>

**The Business Office of Immaculate Conception School thanks you in advance for your cooperation.**

A copy of the Immaculate Conception Parish Finance Council Non-Payment Policy is enclosed. Please take a few minute to review these important policies. We remind you that if an unexpected, serious situation arises that impacts your ability to pay your child(ren)'s tuition, it is very important to contact us immediately.

We look forward to working with you this year.