

**IMMACULATE CONCEPTION SCHOOL**  
**TUITION POLICY 2017-18**

**INTRODUCTION**

Immaculate Conception School (ICS) believes that our tuition is an investment in your child's education and religious formation. The Pastor, parish trustees, school principal, and parish business administrator meet regularly to review and set policies related to tuition.

**PAYMENT OF TUITION**

All families must enroll in the Tuition Aid Data Services (TADS) program regardless of what payment option they have chosen. Once registered at ICS, instructions on setting up the TADS account will be emailed or mailed to each family. There is no processing fee if the family chooses annual or semi-annual payments. There is a \$45.00 fee for the quarterly or monthly options. Please refer to the Tuition Contract (green sheet). For families choosing the monthly option, payments will begin in July 2017 and end in June 2018 for students attending school in September 2017. This allows families to divide their tuition obligation into 12 payments to keep the expense more manageable. **All tuition must be paid in full by June 30, 2018.**

Once enrolled in TADS, parents have 24-hour account access and information at [www.tads.com](http://www.tads.com) in order to set up their profile, view their account, make payments, or make any other changes to their existing data. There is also a toll-free automated access with a team of live payment counselors available to help parents with any questions/problems that come up or if they need assistance in setting up their user name and password. There are counselors available in several different languages if requested.

**TADS Help Line: 612-548-3320 or email [www.support@tads.com](mailto:www.support@tads.com)**

**LATE REGISTRATION/WITHDRAWAL/REFUNDS**

Families shall be expected to fulfill their tuition obligation according to policies set forth by ICS and accepted with the signature on the Tuition Contract. Tuition costs (except fees) for students registering during the course of the school year will be prorated over the number of school days the student will be in attendance.

Families who decide to withdraw their student or students prior to the first day of school will be reimbursed for all tuition and fees paid (except for registration fees). Students who withdraw after the first day of school shall be reimbursed the prorated amount of tuition previously paid for days their student or students didn't attend. **Any tuition assistance that was awarded to a family that withdraws their child or children during the course of the school year will be revoked and not factor into any refund.**

**REDUCTION OF PAYMENTS**

At any time during the course of the year (July 1, 2017 through June 30, 2018), parents can eliminate their monthly payments by paying the balance in full. Payments can also be reduced by making lump sum payments during the school year. This can be done through TADS or payments can be brought or mailed into the parish or school office.

## **TUITION ASSISTANCE**

A limited amount of tuition assistance is available from ICS for school families with students in Grades K-8 experiencing economic difficulties. *Please note that preschool students are not eligible for tuition assistance.* Registration paperwork must be received by ICS before your tuition assistance application will be reviewed. Applications for assistance can only be made on-line through Tuition Aid Data Services (TADS). There is a \$34.00 processing fee charged by TADS for this service. Please refer to the TADS Information Sheet (pink sheet) for instructions on how to apply. There is also a TADS Financial Aid Worksheet (pink also) enclosed which helps families gather the information they will need to complete their application on the website. **Please note that the cut-off date to submit applications for tuition assistance is April 30, 2017. Notice of awards will be mailed to families in mid May. There will not be any tuition assistance funds available once the awards have been given unless another family that has received an award becomes ineligible or chooses to withdraw their student. Families that have a past-due school tuition or a Journeys balance will not be eligible to receive an award until their balance is paid in full.**

## **LATE PAYMENTS**

It shall be the responsibility of school families to keep TADS and the parish office informed of any changes in their payment plan or situations where payment may be delinquent. If a payment is missed, TADS will contact the responsible party to discuss alternative options. **Please note that TADS will assess a \$35 late fee to those accounts that are delinquent and where there has been no attempt at communication by the parent. This late fee is the responsibility of the person(s) listed as financially responsible for this account. If an account becomes more than 60 days in arrears and the responsible party has not made special arrangements (see paragraph below) through the parish business office, any tuition assistance funds that were awarded previously may be revoked.**

## **SPECIAL CIRCUMSTANCES**

Families should immediately inform the parish office and TADS of any circumstances that arise during the year that alters their financial status. The parish office will work out arrangements with families on an individual basis and in a way that respects the concern and commitment of our school families for the education and religious formation of their children.

## **OUTSTANDING TUITION**

Families that have past due tuition from the previous school year will be allowed to complete registration for their children for the next school year and pay the non-refundable registration fee. **However, tuition payments must be brought current before the school year begins and before any tuition assistance awards are awarded for the upcoming year.** ICS reserves the right to take legal action for the collection of school tuition, and will not advance transcripts to another educational institution until the balance is paid in full. Persons financially responsible for tuition payment will be responsible for all costs of collection including court expenses and attorney fees incurred. ICS also reserves the right to prohibit any student from attending classes whose tuition is in arrears.

**For any questions regarding Enrollment Contracts, TADS, or tuition payments and policies, please contact us at 763-788-9062, Ext. 202.**