



TUITION & ENROLLMENT CONTRACT

Parents/Guardian agree to pay tuition to Immaculata Catholic School for their enrolled child(ren) per the terms of this Tuition and Enrollment Contract.

TUITION RATES – 2021-2022

PREKINDERGARTEN RATE - Parish \$8,270 – Non-Parish \$8,670

KINDERGARTEN - GRADE 5 RATE - Parish \$7,400 – Non-Parish \$9,660

MIDDLE SCHOOL RATE - Parish \$7,575 – Non-Parish \$9,825

PARISHIONER STATUS

The tuition rate for Catholic students at Immaculata Catholic School is substantially lower than that of non-affiliated students. Each parish associated with Immaculata Catholic School makes a contribution to Immaculata that enables the school to offer a lower tuition rate. To receive the parish rate, families must complete and submit an [affiliation form](#) signed by your parish pastor. Status as a participating parishioner is verified annually. All families will be charged the non-parish rate until their completed parish affiliation form has been submitted to the school. At that time, your tuition will be adjusted accordingly. No parish discounts will be given after the first day of school

Families who are relocating to the Durham area may submit a letter of good standing from their current pastor to be eligible for parish rate. The Catholic transfer status will be valid for a six-month period after the start of school, at which point a parish affiliation form signed by a local pastor must be submitted.

It is expected that families who seek admission to Immaculata Catholic School as a Catholic parishioner meet the following criteria:

- the family is registered in an affiliated Catholic parish (Immaculate Conception, Holy Infant, Holy Family, Holy Cross, or St. Matthew Catholic Churches);
- the family is regularly practicing their faith through worship services, stewardship (parish activities, ministries) and consistent, identifiable, financial support to parish;
- provide proof of child(ren)'s Baptism or, as a Baptized parent provide proof of child's participation in faith formation leading to Baptism as recognized by the Catholic Church.

PAYMENT PLAN OPTIONS

Tuition payments are made in accordance with the following payment options:

- **Annual** - Pay tuition in one payment on or before June 22 of the upcoming school term. Payment of full tuition by this date will result in a 1.5% discount.
- **Monthly** - Pay tuition in 12 equal monthly installments. The first of such installments is to be paid in June of the of the upcoming school term. Subsequent installments are to be paid each month (July - May of the school term) thereafter. The full remaining balance of the tuition is to be paid in full by May of the school term.
- **Semi Annual** - Pay tuition in 2 equal payments. June of the upcoming school term and November of the school term.

ENROLLMENT FEE AND AUTOMATIC RE-ENROLLMENT

Parents/guardians agree to pay an annual \$200 non-refundable enrollment fee for each child. Each school year the \$200 re-enrollment fee will be automatically drafted through your FACTS account in January. If your child(ren) will not be returning for the following school year, a [withdrawal form](#) must be sent to the Registrar by January 8 of the school term to avoid the re-enrollment fee.

TUITION AND FEE REFUND POLICY

Families must notify the school in writing if a student is to be withdrawn. Full tuition for the current month is required if a student attends school any part of the month. All other tuition payments and fees are non-refundable except as stated below:

If tuition has been prepaid and the student withdraws, pre-paid tuition payments prorated through the month of withdrawal, will not be refunded. If the withdrawal is before the start of the school attendance year, pre-paid tuition greater than three months will be refunded.

If tuition is being paid through FACTS Management on a monthly basis, there will be no refund and FACTS automatic payments will stop the month after date of withdrawal.

CONDITIONS

Acknowledgement of Acceptance: Parents understand that their child(ren) is/are confirmed for enrollment only after the registration fee is paid and, if applicable, all tuition for the previous school year is paid in full. All students new to Immaculata Catholic School are conditionally accepted on a trial basis for a period not to exceed the first nine weeks in the school.

Tuition Payment Policy: The accounts receivable tuition policy seeks to protect the school's financial health by ensuring collection of its primary revenue stream, tuition payments. The Pastor and school administration have the discretion to refer a delinquent account to a collection agency or to the appropriate law enforcement authorities.

The tuition payment policy is to be strictly enforced. However, recognizing that extenuating circumstances occasionally arise that justify exceptions. The Pastor and school administration have the authority to grant an exception in cases of demonstrated hardship.

Nonsufficient Funds (NSF): A \$30 service charge will be assessed on each child's account to which the returned NSF payment is applied.

Delinquent Accounts: No student will be permitted to begin classes if any balance from the previous year remains unpaid for that student or if on the first day of school, the student's account is not paid current according to the payment plan.

Accounts 30 days past due will receive notice of delinquent amount. The correspondence will seek immediate payment.

If an account becomes 60 days past due, access to parent portals will be disconnected. Notification will be made requiring payment of the delinquent balance. Failure of the responsible party to pay the balance within 10 days after notification will result in suspension of the child's enrollment until balance is paid in full.

All tuition must be paid in full by the end of the school year. No debt can be carried over the following year. Students will not be allowed to begin a new school year until the previous year's tuition is paid in full. No student will be permitted to take exams (or in the case of students in grades where final exams are not given, will not be able to attend classes the last two weeks of school).

Default/Suspension of student: In the event parents fail to pay any tuition or fee obligations in strict compliance with the terms of this agreement, Immaculata Catholic School may, in addition to pursuing all rights and remedies available at law or in equity, suspend the right of the parents' child(ren) to attend Immaculata Catholic School.

TERM OF AGREEMENT

This agreement is entered into for the length of enrollment at Immaculata Catholic School of named student. Tuition and fees are subject to change annually. Agreement automatically renews upon payment of annual enrollment fee.

2021-22 TUITION & ENROLLMENT CONTRACT AMENDMENT

DISTANCE LEARNING

Immaculata intends to operate on campus for the 2021-22 school year. However, should it be determined for health and/or safety reasons that instruction needs to take place remotely, we will implement our distance learning plans.

Due to the outstanding efforts of Immaculata families, teachers, and staff, the school has developed a solid distance learning program. This program will continue to grow and will be kept available and ready for use should it be necessary for any periods of time during the school year.

Student participation is expected and progress monitoring will take place during remote learning sessions. Access to content for all subject areas will be available. Teacher/student interaction will take place every day of instruction.

Tuition obligations will not change during distance learning/remote operations.