

## Catholic High School-New Iberia Tuition Collection Policies

All matters regarding tuition should be referred to the Tuition Accounts Office in the Administration Building. The following School Board policies govern the collection of tuition at Catholic High:

1. If a student leaves Catholic High during the school year, tuition and fees remain due and payable for the remainder of the semester in which the student leaves, subject to certain exceptions for waiver or refund as established by the Tuition Assistance and Collection Committee.
  - a) This will apply after the date of August 1st, when the first payment is considered due. If they leave before August 1, the family is not held to the policy stated in the handbook. A meeting will be scheduled for each individual case if the student leaves during the school year or after August 1, of the new school year.
2. Payment is due by the first (1<sup>st</sup>) of the month. If payment is not received by the tenth (10<sup>th</sup>) of the month, it is considered past due and a \$15.00 late fee will be added to the account.
3. Any past due accounts will be referred to the Tuition Assistance and Collection Committee for further action, pending approval by the School Board.
4. Any account past due by 60 days may be asked by the Collection Committee to pay the balance of school year in full.
5. Post-dated checks will not be accepted in payment of tuition bills.
6. No exams will be given for any student with an outstanding balance; the student's final grade will be considered incomplete until the balance is paid in full. A student with an outstanding balance in the first semester may be denied re-admission for the second semester. No student with an outstanding balance will be allowed to register or be re-admitted for the next school year.
7. Payment in full by July 1<sup>st</sup> for the following year will result in a 2% reduction in tuition and fees.
8. Families who sign up for monthly automatic EFT transfer by July 1<sup>st</sup> will result in a 1% reduction in tuition and fees.
9. Teacher Credit:
  - a. A stepchild of a Catholic High School employee stepchild would only receive the Teacher Credit if the child were living in the family household of the CHS teacher.
  - b. Our Catholic High School Policy states that only a tuition reduction of 50% maximum is awarded per family, in all cases.
10. **Registration is non-refundable.** Only exceptions:
  - a) Moving out of town
  - b) Catholic High School Administration no longer allows the student to return.
  - c) If a family applies for Tuition Assistance, and is denied, the registration is not refundable, although, the family may request a meeting with the tuition assistance committee to discuss this decision.