



A Catholic Tradition of Academic Excellence Since 1853

COMMITMENT FORM

Family Name: _____

Student Name:

(1) _____

(2) _____

(3) _____

Tuition Policy

All families must complete an ACH form. ACH is is automatic withdrawal from your bank account. This will enable you to pay tuition and other expenses such as registration, classroom resources, cafeteria, field trips, etc.

Tuition is due on or before the 15th day of each month. Through ACH tuition and other fees will be deducted from a checking or savings account.

Tuition is considered past due after the 15th day of the month. On the 16th day a late charge of \$25.00 will be assessed on account balances over \$50.00

A fee will be charged each time the bank returns an ACH charge for insufficient funds.

Families with a delinquent account may be referred by the principal to the Tuition Review Committee to negotiate a payment plan depending on the individual family circumstances. A student's continued enrollment will depend on these payment arrangements. Option 1: Make arrangements with the school. Option 2: If payment arrangements have not been met and followed, the student will be dismissed.

In the event a student withdraws from Incarnate Word Academy and has an outstanding balance, all grades and student records will be withheld until all account(s) are paid in full.

A refund for tuition and/or classroom resources will be issued to families who cancel their registration if written requests for refunds are received by the following dates:

Prior to August 16.....100%

After August 16 No refunds for tuition and/or materials fees will be made unless a student is withdrawn at the school's request.

Tuition Assistance

Each year the available amount of tuition assistance will be determined by the School Administration. Parents unable to pay the full tuition may apply for a partial reduction in tuition by filling out a Tuition Assistance form.

The Tuition Assistance Committee will evaluate the applications to determine if the applicant qualifies for a reduction in tuition. Qualified applicants will be notified in writing of the amount of "tuition assistance" they will receive. Limited funds are available. All tuition assistance funds are based on family financial eligibility.

Statements will be sent with the oldest student and emailed. Whether you receive a statement or not, it is your responsibility to submit tuition payments on a timely basis.

I(we) agree to and accept all of the policies of Incarnate Word Academy and accept full responsibility for this student's tuition and other school expenses.

Responsible Party Signature

Date