



Immaculate Conception School

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August 21, 2023

RE: Commitment Letter for Immaculate Conception School Tuition and Fees

Dear Parents,

Immaculate Conception School ("IC") receives 50% of the public school district per-pupil operating grant. This means that IC relies heavily on tuition and other fees to educate students. This commitment letter is intended to provide clarity regarding IC's policies regarding tuition and other school fees and applies to school tuition, school supplies fees, school activity fees, and other fees (collectively "IC Fees").

IC Fees Payment Due Dates

1. Tuition is due at the as per terms of the payment options form (yearly, quarterly, monthly options). An account will be considered in arrears if payment is not received within thirty (30) calendar days after the beginning of the pay period.
2. All other school fees are due at time of invoicing. An account will be considered in arrears if payment is not received within thirty (30) calendar days.

Financial Assistance Protocol

A family experiencing financial hardship may request assistance at any time by filling out a confidential Financial Assistance Form and meeting with the Financial Assistance Committee. Please contact Fr. John Garden at jgarden@pgdiocese.bc.ca or 250-964-4898 to obtain a copy of the Financial Assistance Form.

Arrears Protocol

If IC Fees are in arrears, IC will notify the family in writing and by phone. If payment is not made within ten (10) days of this notice, Immaculate Conception School Council may proceed with the delinquency consequences, including refusing re-admission and/or terminating the enrolment of the student, sending the account to a collections agency and/or requiring the family to pre-pay the IC Fees at the beginning of each and every school year.

Please do not hesitate to contact me directly with any concerns.

Sincerely,

Carolynne Burkholder-James
Immaculate Conception School Council, Chair

Signature of Parent(s)/Guardians(s)