

Required Documents **2017 - 2018**

The following documents are required. The application will not be complete until the office has all documents on file.

Pre-Kindergarten and *Kindergarten* applicants need to bring the original and a copy of the following documents:

1. Birth Certificate
2. Baptismal Certificate
3. Updated Immunization Records
4. Social Security Card

First grade applicants need to bring in the original and a copy of the following documents:

1. Birth Certificate
2. Baptismal Certificate
3. Updated Immunization Records
4. Social Security Card
5. Kindergarten Report Card

Second through seventh grade applicants need to bring an original and a copy of the following documents:

1. Birth Certificate
2. Baptismal Certificate
3. First Communion Certificate
4. Updated Immunization Records
5. Social Security Card
6. Current Report Card
7. All previous Report Cards
8. Standardized Test Scores

IMMACULATE CONCEPTION SCHOOL

601 Avenue C Marrero, LA 70072

2017-2018 NEW STUDENT APPLICATION

Please complete the entire application. The application will not be reviewed until all documents are turned in.

Completion of Pre-K is no guarantee of admission to Kindergarten.

According to Louisiana RS17.151.3, student must be 3 years of age by September 30th in order to enter Pre-Kindergarten Three, must be 4 years of age by September 30th in order to enter Pre-Kindergarten Four, and must be 5 years of age by September 30th in order to enter Kindergarten.

LOUISIANA STATE LAW requires that all immunizations be up to date and on file in the school office. Students entering sixth grade must provide satisfactory evidence of current immunizations against meningococcal disease.

Today's Date Grade Entering Child's Date of Birth Child's Social Security

Child's Last Name Child's First Name Child's Middle Name

Child's Street Address City State Zip Code

(_____) _____ Place of Birth (City & State) _____
Child's Home Phone Number

(Please circle the appropriate one for State & Federal purposes only)

Child's Sex (circle one) Male Female

Ethnicity (circle one) Hispanic Non-Hispanic

Race (circle one) Am. Indian Asian Black Native Hawaiian/Pacific Islander White Two or more races

Child's Religion: _____ (The child will not be considered Catholic without Baptismal Certificate.)

*Would you like your child to become Catholic? _____yes _____no

Baptismal Date Church City & State

Communion Date Church City & State

*Would you like your child to be baptized? _____yes _____no

Church Parish you reside in Public school your child would be required to attend

Last School Attended City State Zip

List below **all** brothers and sisters who are **presently** enrolled at Immaculate Conception School:

Student HR Student HR

over

Please answer the following questions concerning the child applying to Immaculate Conception – **ALL GRADES:**

What is your child's primary language? _____ Language spoken at home _____

Has the child had an education evaluation? _____ Has the child had a psychological evaluation? _____

Has the child had a private evaluation? _____ Has the child received special education services? _____

Has the child been eligible for special education services? _____

If any questions above were answered yes please explain below and submit a copy of the evaluation.

The natural parents to the child applying are:

(Please circle one)

Married Separated Divorced Never Married

IF NOT MARRIED PLEASE ANSWER THE FOLLOWING

Who has custody of the child applying? _____
Person's Name Relationship to child

With whom does the child reside? _____
Person's Name Relationship to child

Where the legal custody of a student has been judicially assigned to one parent, to a legal guardian, or to foster parents, a certified copy of the same shall be kept on file with the student's records. In the absence of a legal document, a child may be released to either parent.

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

PARENT/GUARDIAN INFORMATION

Mother's Last Name First Name Maiden Name

_____ (____) _____ (____) _____

Date of Birth Social Security Number Home Phone Number Cell Phone Number

(Please circle appropriate one for State & Federal purposes **only**)

Race (circle one) Am. Indian Asian Black Native Hawaiian/Pacific Islander White Two or more races
Ethnicity (circle one) Hispanic Non-Hispanic

Address (if different from child) (Street) (City) (State) (Zip)

_____ (____) _____

Place of Employment Occupation Work Phone Number

E Mail Address (Please Print Clearly) Religion

Father's Last Name First Name Middle Name

_____ (____) _____ (____) _____

Date of Birth Social Security Number Home Phone Number Cell Phone Number

(Please circle appropriate one for State & Federal purposes **only**)

Race (circle one) Am. Indian Asian Black Native Hawaiian/Pacific Islander White Two or more races
Ethnicity (circle one) Hispanic Non-Hispanic

Address (if different from child) (Street) (City) (State) (Zip)

_____ (____) _____

Place of Employment Occupation Work Phone Number

E Mail Address (Please Print Clearly) Religion

STEP PARENT INFORMATION

Step Parent's Last Name **First Name** **Maiden/Middle Name**

Date of Birth **Social Security Number** (____)_____
Home Phone Number (____)_____
Cell Phone Number

Address (if different from child) **(Street)** **(City)** **(State)** **(Zip)**

Place of Employment **Occupation** (____)_____
Work Phone

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Step Parent's Last Name **First Name** **Maiden/Middle Name**

Date of Birth **Social Security Number** (____)_____
Home Phone Number (____)_____
Cell Phone Number

Address (if different from child) **(Street)** **(City)** **(State)** **(Zip)**

Place of Employment **Occupation** (____)_____
Work Phone

I certify that the above information is true to the best of my knowledge.

Name printed **Signature** **Relationship to child**

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2017—2018 Tuition and Fees

Registration Fee for first child (Nursery – 7th Grade) \$175.00
 Registration Fee for each additional child (Nursery – 7th Grade) \$150.00

Registration Fee is non-refundable.

Technology Fee (per child) Grades PreK-3 to Grade 4 \$50.00
 Technology Fee (per child) Grades 5-7 \$150.00 (**Rental Fee**)

***** Please note: Registration and Technology Fees have not increased for the past two school years.**

TUITION RATES - GRADES KINDERGARTEN to SEVENTH

Active Catholic Parish Supporter		Non-Active Catholic Parish Supporter		Non-Catholic	
One (1) Child	\$4,700	One (1) Child	\$5,200	One (1) Child	\$5,300
Two (2) Children	\$8,225	Two (2) Children	\$9,100	Two (2) Children	\$9,275
Three(3), Four(4) Children, etc.	\$10,575	Three (3) Children	\$11,700	Three (3) Children	\$11,925

TUITION RATES - PreK-3 & PreK-4

Active Catholic Parish Supporter		All Other	
School Day	\$5,200	School Day	\$5,700

TUITION RATES - Nursery to PreK-2

Active Catholic Parish Supporter		All Other	
School Day	\$5,500	School Day	\$5,800

***Summer session information (with comparable rates) will be distributed in April, 2017.**

An Active Catholic Parish Supporter is registered at a Catholic Parish who uses envelopes at least twice a month OR who contributes at least \$500 per year and can provide proof of contributions; or a family who can provide a voucher from another Catholic Church Parish, other than Immaculate Conception Parish, that the family supports will be accepted. When the voucher payment from the Archdiocese is received, the family tuition rate will be adjusted to that of an “Active Catholic Parish Supporter” for the amount received by voucher. The deadline to submit a voucher is May 15, 2017.

A Non-Active Catholic Parish Supporter is for all other families, Catholic and non-Catholic, who are non-Parish supporters.

Payment Options: Nursery – 7th grade – There are two tuition payment options: tuition paid in full by May 15, 2017 or bank financed through Gulf Coast Bank & Trust (payment due on the first of each month).

Nursery – PreK-4 will receive a \$500 discount for each additional child per year.

IMMACULATE CONCEPTION SCHOOL
2017-2018 SCHOOL YEAR
REGISTRATION FORM

Please read thoroughly
before signing at bottom.

Date: _____

Name(s) of Student(s):

Last Name, First Name (oldest to youngest)

Grade
Entering

Reg. Fee:

\$ 175.00
\$ 150.00
\$ 150.00
\$ 150.00

Technology Fee (per child) PreK-3 to Grade 4 \$ 50.00

Technology Fee (per child) Grades 5-7 \$150.00

Indicate Parish Affiliation Below

Active Catholic Parish Supporter
Non-Active Catholic Parish Supporter
All Other

Please fill in ALL blanks.

Father Name:	Mother Name:
Cell Phone/Pager:	Cell Phone/Pager:
E-Mail: (Father)	E-Mail: (Mother)

Tuition Options and Fees Payment

<p>TUITION PAYMENT OPTIONS: Please <u>check one</u> OPTION (Paid in Full is default if not option checked)</p> <p>Option 1 <input type="checkbox"/></p> <p>PAID IN FULL by May 15, 2017</p> <p>New students <u>must</u> discuss tuition due dates and/or financing directly with the Business Office. (Nursery - 7th grade)</p>	<p>Option 2 <input type="checkbox"/></p> <p>MONTHLY FINANCED (Nursery - 7th grade) through Gulf Coast Bank & Trust as a line-of-credit. It is the responsibility of the undersigned to set-up the online Gulf Coast account by May 15, 2017</p>
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ENCLOSED FEES: (no cash)

Amount enclosed: \$ _____ Check or Money Order #: _____

I understand that by signing this form, any and all forms of tuition payments, or approved tuition payment plans for the 2017-2018 school year must be submitted by May 15, 2017 at 3pm. After this date and time, **a late fee of \$150.00 per student will** apply. My signature also indicates I have read, understood and abide by the school "Non-Payment Policy" enclosed with this packet.

SIGNATURE of parent/guardian enrolling child(ren) responsible for payment of tuition and fees:

 x Print Name: _____

For Office Use Only	
<input type="checkbox"/>	IC Church Support Proof
<input type="checkbox"/>	Other Parish Voucher
<input type="checkbox"/>	Paid in Full
	Date: _____ Ck# _____
	Amount: \$ _____
<input type="checkbox"/>	Gulf Coast Loan Activated

Immaculate Conception School

2017-2018 Financial Information

PLEASE READ CAREFULLY AND THOROUGHLY

The Tuition Office of Immaculate Conception School is pleased to welcome you and your family to the 2017-2018 school year. The Tuition Office is available to answer questions you may have regarding registration fees or tuition. Please call (504) 347-4409 or email us at tuitionoffice@icschargers.org.

Registration will only be processed with payment attached and parent signature on form.

Registration Fees: (non-refundable) Oldest or only child: \$175.00 Each additional child: \$150.00

TUITION IS DUE: MAY 15, 2017. \$150.00 Delinquent fee on unpaid tuition applies after this date.

Tuition payment options: Please indicate on the registration form which payment option is your preference. If no option is selected, the default payment option is PAID IN FULL due May 15, 2017.

Option 1: PAYMENT IN FULL anytime between January 23, 2017 and May 15, 2017 once the student(s) are registered. Acceptable forms of payment: check, money order and cashier's check. Cash payments are only accepted at the Tuition Office. Partial payments towards full tuition amount are acceptable but must be completed prior to May 15, 2017. MasterCard and Visa payments will only be accepted at the Tuition Office. New students must discuss tuition due dates and/or financing directly with the Tuition Office.

Option 2: MONTHLY FINANCED- Line-of-Credit for Tuition through Gulf Coast Bank & Trust

- Lines-of-credit are financed at nine and three-quarters percent (9.75% APR, daily periodic rate: 0.026712). Payments are due the first of the month, beginning July 1, 2017 and will be payable over a ten-month period (July 2017-April 2018). Families exceeding forty-five (45) days in delinquent payments will receive an out-of-school suspension notice for their child(ren). For more information about the Tuition Non-Payment Policy, please contact the Tuition office at www.tuitionoffice@icschargers.org.
- Once your registration form has been received at our office (the gray form), your tuition total will be sent to GCBT for account processing. You will be notified by email when your account is ready for activation. All accounts will be managed by parents on the internet with on-line access for all account activity including activation, statements and payments. It is the responsibility of parents registering their child(ren) to complete the financing steps by May 15, 2017 in order to avoid the late fee. Those persons with no computer access for tuition financing should contact the Tuition Office immediately for alternate arrangements. Account access assistance will be available through GCBT. If you need more information, please call our office.
- Lines of Credit with GCBT are established for the full tuition amount due. Down payments can be made to the school to reduce the total finance amount if made prior to May 15, 2017 (cash, check or charge).

TUITION RATE INFORMATION

- **Parish Supporter Rates:** For students to qualify for these rates, a Catholic Parish Church Supporter Letter must be attached to the registration form at the time of registration. To qualify for the 2017-2018 school year, a minimum contribution of five-hundred dollars (\$500.00) must have been donated during the calendar year of 2016.

- **Church Parish Vouchers:** A voucher from the Catholic Church Parish, other than Immaculate Conception Parish, that the family supports will be accepted. When the voucher payment from the Archdiocese is received, the family tuition rate will be adjusted for the amount received. The deadline to submit a voucher is May 15, 2017.
Contact your Church Parish office regarding vouchers. Vouchers are not accepted for Pre-K student applicants as per Archdiocesan policy.
- **Non-Catholic Family Rates:** If a student does not have a Catholic Baptismal Certificate on file or if the registrant does not present one at the time of registration, the Non-Catholic rates must apply.

Parent signature required: The person's signature on the Registration Form is responsible for tuition payments.

Tuition Late Fees: Any registered student with an unpaid tuition balance after May 15, 2017 at 3 p.m. will be assessed a one-hundred fifty dollar (\$150.00) late fee per student that will be added to the tuition balance. This applies to those who checked off "Paid in Full" and did not do so, those who checked off "Monthly Finance through GCBT" and did not take the necessary steps to activate their line-of-credit or anyone with a balance that has not made payment arrangements. Those students may not be allowed to attend the first day of school until tuition payments are made.

NSF or Returned Check Fees: For any checks made payable to Immaculate Conception School returned for insufficient funds or other reasons, a charge of twenty-five dollars (\$25.00) per returned check will be assessed. The check amount plus the twenty-five dollar (\$25.00) charge must be repaid to the school with a money order, cashier's check or cash within five (5) calendar days from the date of the notification sent from the check writer's bank. It is a crime (LSA-R.S. 14:71) to issue worthless checks, including but not limited to NSF checks, in the state of Louisiana and is subject to prosecution under the law. If the registration check is returned NSF and remains unpaid, the registration of the student(s) will be revoked.

The Tuition Office of Immaculate Conception School thanks you in advance for your cooperation.

A copy of the Tuition Non-Payment Policy is enclosed. Please take a few minutes to review these important policies. We remind you that if an unexpected, serious situation arises that impacts your ability to pay your child(ren)'s tuition, it is very important to contact us immediately.

Rev. 1/17



GULF COAST BANK & Trust Company

We are excited to announce that Immaculate Conception School has reached an agreement to provide tuition financing through Gulf Coast Bank and Trust for the 2017-2018 school year. Gulf Coast Bank and Trust was established in 1990 when a couple of local investors shared a vision of building a bank that adhered to the old principals of customer service. The tuition team at Gulf Coast Bank has nearly 250 years of banking experience and over 150 years of tuition lending experience. We help our customers get what they want, one on one. We would like to take this opportunity to officially welcome all of you to our family!

The online tuition system will be available to you 24/7 and offers you the ease of account application and management, including the ability to schedule payments online. To create your tuition management account, please visit <https://tuition.gulfbank.com>. Once you create your user ID and password, you can manage all of your student's tuition information. Even if you prefer to pay the school in full and are not financing any of your student's tuition, you can still do so through our website. It is that easy!

If you decide to finance all or part of your student's tuition with us, here are a few items to keep in mind:

- The interest rate on your loan will be 9.75%;
- The first payment on your loan will be due July 1, 2017;
- You may make your payments online, by mail, phone, bank draft, or at any of our 17 branches, including two in the Baton Rouge area;
- You may incur late fees if your payment is late (refer to your borrower agreement for details);
- The final payment will be due April 1, 2018, although you can pay your account in full before the maturity date without penalty.

Should you need any assistance at all or have any questions, feel free to contact us at 504-544-6370 or 1-855-335-2068 (toll free). We have tuition customer service representatives waiting to help you with all of your tuition financing needs.

We would also like to take this opportunity to offer all of our tuition customers a free Gulf Coast Easy Checking account with Gulf Coast Bank. You will receive a free ATM/debit card, online banking, electronic statement delivery and smartphone banking app.

Again, welcome to the Tuition Lending group of Gulf Coast Bank and Trust!

Immaculate Conception School

2017-2018

Non-Payment Policy

The policies concerning non-payment of tuition, fees, NSF checks, before and/or after care, cafeteria, fund-raisers and other debts to Immaculate Conception School include, but are not limited to, the following:

During the school year

All financial responsibilities (including tuition, cafeteria, before and after care, NSF fees, library fees, pictures, field trips, detention fees, etc.) must be kept current. Students whose parents/guardians have not kept their financial obligations current by December 31 and April 1 will not be permitted to attend school until these financial obligations have become current.

To participate in any extra-curricular activities, including sports, clubs, after-school care, school-sponsored trips, etc., all financial responsibilities must be current.

Services subject to suspension include, but are not limited to, any or all the following: registration packet(s) for subsequent school year not issued, previously agreed to tuition payment plans become null and void, future participation in a payment plan can be cancelled (not allowed to participate in the GCBT tuition financing program, cancellation of the next year's registration, forfeiture of the next year's registration fees, forfeiture of a place in the school for the following school year and immediate dismissal from school during the current school year.

Activities subject to denial of participation include, but are not limited to, any or all the following: going on school sponsored trips, attending school dances, attending field trips, Before/After Care Program, participating in extra-curricular activities, receiving graduation gowns and/or participating in Graduation Mass or Graduation Ceremony.

Out-of-School - Suspension of Services Notice (by December 31, 2017 and April 1, 2018)

Notification of suspension of services by the school will be either by email/mail or both.

- The family must immediately pay what is owed the school, including, but not limited to, any late fees, interest charges, principle due, processing fees, and/or NSF fees in order for the student(s) to be allowed to return to school or go to class. If brought to school before the matter is resolved, the students will be held in the office and not allowed to go to class. Parents will be called to pick up their children.

NSF Checks:

It is a crime to issue worthless checks, including but not limited to NSF checks (LSA-R.S. 14:71.) The policy concerning NSF checks is as follows: an NSF check is considered non-payment, for ANY amount on the face of the check. All NSF checks must be replaced within **five (5) calendar days** from the date of the notification sent from the check writer's bank, plus an NSF fee of twenty-five dollars (\$25.00) per NSF check. All payments are to be made in cash, money order or cashier's checks.

Revised 1/2017

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ACKNOWLEDGEMENT for MINOR ADJUSTMENTS

The undersigned, who represent that they are the parents and/or the legal guardians of _____, presently enrolled in Immaculate Conception School, acknowledge that this school does not provide special education services or facilities. The undersigned further acknowledge that Immaculate Conception School, its principal, faculty and staff are only required to make minor adjustments in Immaculate Conception School's education program to attempt to accommodate whatever special needs their child/student may have and that the nature and extent of such minor adjustments is within the sole discretion of the principal of Immaculate Conception School.

The undersigned further acknowledge that, should the principal of Immaculate Conception School determine in his/her own discretion that minor adjustments in Immaculate Conception School's education program have not resulted in satisfactory accommodation of the program to the special needs of their child and that it is in the best interest of both the school and the child that he/she be placed in a more appropriate learning environment, then the principal may ask the undersigned to withdraw their child/student from Immaculate Conception School and/or the child/student will be removed from rolls of the school and/or not be allowed to re-enroll.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Early Childhood Program Registration Information

The following must be read and accepted by parents that have a child entering the Pre-Kindergarten 3, Pre-Kindergarten 4 or Kindergarten program.

*Immaculate Conception School Policy
Early Childhood Program*

Children entering the Early Childhood Program must be completely potty trained and must be able to take care of their own bathroom needs. I, the undersigned, understand that the administration of Immaculate Conception School reserves the right to remove my child from the Early Childhood Program if he/she is not fully potty trained.

I have read the above policy and understand that my child must be fully and completely potty trained before entering the Early Childhood Program at Immaculate Conception.

Student's Name

Grade Level Entering

Parent/Guardian Signature

Date

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AUTHORIZATION AND RELEASE

I/we, parents of _____ [name of student/s], hereby authorize any school previously attended by our child, _____, including but not limited to any school denominated as a Catholic School by and/or under the vigilance of the Archbishop of the Archdiocese of New Orleans pursuant to Canon Law of the Roman Catholic Church and which my/our child has attended in the past, to send a copy of any and all school records, including but not limited to any and all transcripts, standardized test scores, attendance records, special-education records, disciplinary records, financial records in regard to payments of fees and/or tuition, and/or any and all other educational and/or social or informational records, of [student/s] to _____ School. The foregoing authorization also applies in the event that School, which is the school authorized to receive the foregoing records, receives an inquiry in the future from any other Catholic School as described above for records and/or information; and, in that event, School is then authorized to send such records and/or information to the requesting Catholic School. Further, in consideration of the sending and receipt of such records any related consideration, I hereby agree to release, defend, indemnify and hold harmless the owners of and/or any such schools that send and/or receive the aforementioned records, The Roman Catholic Church of the Archdiocese of New Orleans, their members, directors, officers, administrators, principals, teachers, employees, agents and/or representatives and the Archbishop, bishops and all clergy of the Archdiocese of New Orleans, from any and all claims, demands and/or causes of action arising from the sending and/or receipt of the aforementioned records and/or from the content of such records.

Signature of Parent or Guardian

Date

Signature of Parent or Guardian

Date

Family Information

Student's Name: _____

Applicant's Sibling:

Name _____ Age _____ Sex: F M School Attending _____

Applicant's Sibling:

Name _____ Age _____ Sex: F M School Attending _____

Applicant's Sibling:

Name _____ Age _____ Sex: F M School Attending _____

Applicant's Grandparent/s:

Name _____ Address _____ Email _____

Name _____ Address _____ Email _____

Name _____ Address _____ Email _____

Has your son/daughter had any relatives attend Immaculate Conception School?

Name _____

Last	First	Maiden	Year of Graduation/Attendance	Relationship
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Name _____

Last	First	Maiden	Year of Graduation/Attendance	Relationship
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Name _____

Last	First	Maiden	Year of Graduation/Attendance	Relationship
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How did you learn about Immaculate Conception School _____

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____