

School Tuition Policy Letter

Northeast Christian Academy

Introduction

At Northeast Christian Academy we believe that our tuition payments are an investment in your child's education and the formation of their religious foundation. Therefore, the Church and School Trustees accepts responsibility for recommending to the Director and Principal policies concerning the amount of tuition, the manner of payment, and , in general, the development of this tuition policy. Furthermore, it is the responsibility of the Trustees to ensure that adequate financial resources are available for the school and that enrollment is as available and affordable as possible to all families.

Fees

1. Initial Fees are those such as Registration, Books and Supplies paid directly to the school. These fees are due at the time of registration. Registration fees are non-refundable.
2. The purpose of the Registration Fee is to secure your student(s) a place in our school. This fee is non-refundable. No student is allowed to attend class until this fee is paid in full. Books are purchased by the parent through the school and the parent or the student only receives these books upon payment of the book fee. No student is issued any books or materials until this fee is paid in full. The parents must purchase all class text books through the school.
3. The payment of Tuition allows your child to receive education at Northeast Christian Academy. We place a high value on the instruction that we provide therefore fees are in place in an attempt to cover the costs of this education. Tuition fees are paid either by a one time annual payment directly to the school or my monthly payments through our tuition management company, FACTS. There are also other payable fees that are associated with extra curricular activities.

Tuition Payments

1. Tuition payments begin no later than August of each school year. Payments are normally based on a 10 month payment plan. Northeast Christian Academy has an agreement with a tuition management organization called FACTS. Under this plan, parent enroll with FACTS and this company deducts the monthly tuition from the individual's financial institution. FACTS charge an annual enrollment fee of \$38.00. Northeast Christian Academy does not reap any financial benefit from FACTS.
2. There are basically three methods of payment for tuition.
 - a. Full payment. Under this option the entire amount of tuition is paid on or before August 1st of each school year. This payment is made directly to the school office and not through the FACTS program. Lump sum payment cancellations due to withdrawal are subject to a \$150 service fee and payment made to parent as funds become available.
 - b. Monthly Payments through FACTS. Under this plan the entire amount of tuition is paid monthly through the FACTS Tuition Management Plan. This plan is an automatic payment plan made directly through your checking account or statement savings account. Those who agree to this plan authorize FACTS to deduct though their financial institution automatic monthly payments on either the 5th or the 20th of each month. Payment plans must begin no later than August 20th but may begin as early June 5th. Payment plans are available for 12 months or less but any plan longer than 10 months must begin prior to August 1st. Parents must complete all annual tuition payment plans no later than May 20th of each school year. Those that enroll after

August 20th will have prorated payments but they must also end no later than May 20th of the school year. Cancellations and withdrawals are considered under our tuition refund policy.

c. Monthly payments directly to the school. If parents do not wish to enroll in FACTS they may make payments directly to the school. However, under this plan there is an additional administrative processing fee added to the tuition. Please note the school tuition price for details.

Late Registrations

1. Families registering after August 1st are expected to fulfill their tuition obligation according to the tuition policy stated above.
2. Tuition for students registering on or after the first day of school is prorated over the number of school days they will attend according to a formula established by the administration.

Late Payments

It is the responsibility of each school family to keep the Administration informed of their need to make any changes in their preferred tuition payment plan or adjustments in the amount of tuition paid. Without such information, the following policy will apply when tuition payments are received late.

Full Payment

Parents that elect this option pay the school the full amount of tuition no later than August 1st or enroll with FACTS. Tuition refunds for the later withdrawal of the student under this plan are subject to our Tuition Refund Policy.

Monthly Payments

School Families who choose the monthly payment plan and miss a monthly payment due to insufficient funds are assessed a \$25.00 missed payment fee by FACTS as well as incurring a fee from their own financial institution. The missed payment is reattempted by FACTS within 20 days. Two consecutive missed payment attempts by FACTS are considered grounds for dismissal from Northeast Christian Academy. Repeated, even not consecutive, missed payments are considered grounds for dismissal from Northeast Christian Academy.

Tuition Assistance

Normally tuition assistance for needy families is not available. However, prospective parents should make any requests for such assistance at the time of registration. Should funds become available we will judge each request based on information provided and other data available to the administration.

For the sake of your family's security and peace of mind and for the general financial stability of our school, we encourage parents or guardians to contact the Principal as soon as possible when they are anticipating economic difficulties.

Non-Admission Due to Tuition Payment Delinquency

Any school family failing to pay their tuition according to their agreement with the school or who have been unwilling to make suitable alternative arrangements with the school will have their children withheld from class until the situation is corrected. The Administration will inform parents when this situation is reached. Parents that depart from Northeast Christian Academy with outstanding balances will not have transcripts forwarded to the student's next school until financial restitution is completed. Also students are not allowed re-admittance until all outstanding financial obligations are met.

Deadlines for student's timely enrollment for the first day of school in August:

August 1st:

Payment of Registration for each student. Enrollment in FACTS or full payment of tuition for the year

First Day of School:

Payment of the book fee in not already paid.

December 15th:

Payment of the second semester or continued successful payments through FACTS.

May 5th:

Any student delinquent in payments of any type will not receive report cards, transcripts, or promoted or graduated from Northeast Christian Academy.

Delinquent Tuition from Previous Years

Any unpaid tuition from previous school years prevents re-enrollment in Northeast Christian Academy. Under this criteria a parent must pay all previous outstanding fees prior to enrollment and said parent is automatically placed in a financial probation status.

REFUNDS

Tuition

Any family that desires to withdraw their student(s) must notify the school in writing of their intentions as soon as possible. Families that have paid the entire year in advance that withdraw prior to the first day of school are refunded the amount of tuition paid for the current school year minus a \$150.00 service fee. In addition there are times that the repayment of these funds must wait until said funds become available. After the first day of school tuition is not refunded for that month even if the student only attends one day of class. Those who have enrolled through FACTS are advised that canceling through FACTS requires at a minimum of 14 working days advance notice prior to the automatic deduction date of either the 5th or the 20th. Any student that attends at least one day of class for that month is charged for that month's tuition. Refunds are conducted in accordance with this policy regardless of circumstances or reason of withdrawal or removal of student from Northeast Christian Academy.

Other Refunds

Registration is non-refundable. Book Fees are only refunded if books have not been issued to the student. In situations where the student leaves the school and retains the books, neither the student nor the parent is allowed to retain or remove any speed drills, quizzes or tests associated with any academic subject. These materials are retained as property of the school regardless of the grade of the student.