

Student Name(s) \_\_\_\_\_

Grade(s) \_\_\_\_\_

**PLEASE READ CAREFULLY BEFORE SIGNING**

**TUITION COLLECTION POLICY**

Tuition may be paid annually or monthly. Those choosing to pay tuition on an annual basis are entitled to a 2% discount if the full amount is paid by August 1st. Families who enroll after August 1st are entitled to the 2% discount if the full amount is paid within 10 days of acceptance.

**For monthly payments:**

The annual tuition is divided into 10 or 12 equal monthly payments. The first payment is due on June 1<sup>st</sup> (12 month plan) or August 1<sup>st</sup> (10 month plan) and the final payment is due on May 1<sup>st</sup>.

1. A student may not start the academic year until the first payment is made. If the first payment is made after August 10<sup>th</sup>, a late fee of \$35 may be assessed.
2. The remaining payments are due on or before the first day of each month of the school year. Any account not paid on or before the 10<sup>th</sup> of each month may be assessed a \$35 late fee (per month). Any bank charges imposed on NCS for returned checks may be charged to the student account.
3. Beginning in September 2015, a missed payment may result in the following actions:
  - a. Parent(s) may receive notice that the account is delinquent.
  - b. A parent may be requested to visit the NCS office by the 20<sup>th</sup> of the month and sign a special contract. The special contract may require provision of a valid credit or debit account for automatic payments. The first payment may occur immediately.
  - c. PLEASE NOTE: Automatic payments may continue for the remainder of the current school year.
4. If at any time an account is two months behind, because the parent failed to provide a valid account, the charges were denied, or an account was not provided, the student(s) may be denied attendance at NCS, starting the 20<sup>th</sup> of the second delinquent month and until the account is brought current. When a student is denied attendance, NCS is legally obligated to inform the student's public school district.
5. If a balance still remains on an account at the time of student transfer, dismissal, withdrawal, or graduation, all school records may be retained by Northside Christian School until such time as the financial obligation has been settled. A diploma may not be awarded at graduation unless all tuition and fees are paid in full by May 1<sup>st</sup>.

I have read and understood this policy, and I agree to comply with it. I understand that non-compliance with any part of this policy may result in the student's denied attendance at NCS. I understand that Northside Christian School depends on timely tuition payments to continue its operations.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE