

# Financial Responsibility Agreement

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

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

## **PLEASE READ CAREFULLY BEFORE SIGNING**

### **TUITION COLLECTION POLICY**

NCS uses FACTS Management Company in order to process all tuition payments. Each NCS family should access the FACTS Management Company website and enroll in a tuition payment plan. The details for each of the payment plan options are as follows:

1. Monthly: The annual tuition is divided into 10 or 12 equal monthly payments. Each family should provide FACTS with a financial account from which the funds will be drafted on either the 1<sup>st</sup>, 10<sup>th</sup>, 15<sup>th</sup>, or 25<sup>th</sup> of the month. This may be either a bank account or a credit card. For credit / debit card payments, a small merchant fee is added to each monthly payment (currently 2.85%). There is no fee for drafting funds from bank accounts. FACTS will add a \$30 late fee for attempted payments that fail due to non-sufficient funds. A student may not start the academic year until the first payment is made.
2. Full: Those choosing to pay tuition in one-lump-sum are entitled to a 2% discount.

### **FINANCIAL AGREEMENT**

All tuition and fees must be paid in a timely manner. All accounts must be completely paid on or before the end of the school year. Report cards, school records, awards, diplomas, and ceremonies may be withheld if required tuition and fees are not paid in full. Transcripts will not be released until tuition and fees have been paid in full.

If at any time an account is two months behind, 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.

If a balance still remains on an account at the time of a 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 by graduation day.

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