

NORTHSIDE CHRISTIAN SCHOOL FINANCIAL POLICIES

By signing this form, I acknowledge my understanding of the following:

1. To avoid any monthly billing, all pre-paid tuition payments must be received no later than **May 1st**.
2. Tuition accounts must have a zero balance by **August 15th** in order to attend the first day of school.
3. The monthly tuition will be paid in 12 equal payments June – May and are due the 5th of every month. This must be paid by electronic bank debit (ACH) on either the 1st or the 15th of each month. NCS will draft the entire balance each month. The student account balance includes all charges to the student account and is not meant to pertain to tuition only.
4. A \$30 late fee will be applied to any unpaid balance after the 1st or the 15th scheduled draft.
5. Should an account balance become 30 days past due, the student will be asked to withdraw. Report cards, MyNorthside access, final grades, transcripts and diplomas will be held until account is paid in full. Any past due balance will be reported to credit agencies at the discretion of NCS Administration. All accounts must have a zero balance at the end of each semester in order to take exams. A hold will be placed on any account with a balance due at the end of each quarter which restricts access to MyNorthside and report cards until the account is current.
6. Tuition accounts and all fees (café, band, athletic fees, aftercare, library fines, etc.) must be paid in full with a zero balance by May 15th. Any tuition account unpaid by May 15th will result in the student(s) being unable to attend classes or take exams until the account is paid in full. This will also result in transcripts and report cards being held and may affect the ability to walk at graduation.
7. In the event of voluntary or involuntary withdrawal, any and all tuition paid in the months of June, July and August, prior to the student’s withdrawal and prior to the first day of class attendance, is non-refundable. If a student withdraws on or after the first day of school, tuition will be pro-rated on a quarterly basis. If a student attends one day of the quarter, the parent is responsible for the full tuition for that quarter. Any refund due will be reimbursed by the end of the school year.
8. Prepaid student accounts will be refunded on a prorated basis, beginning on the first day of the month subsequent to the withdrawal date. In order to qualify for a full refund of prepaid tuition, you must notify the Finance Department on or before May 15th.
9. Signature below indicates a binding financial obligation and will be effective until date of graduation or withdrawal. All fees are subject to change.

Signature of both parents preferred; one will be accepted.

_____ Date: _____

_____ Date: _____