



NorthCreek Academy Financial Policies 2021 – 2022

NorthCreek Academy (NCA) manages family billing accounts through FACTS, a secure web-based tuition management service and school information system. Families are required to establish an online FACTS family billing account and to set up automatic recurring tuition and incidental payments.

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Application Fee and Enrollment Commitment

The following **nonrefundable** fees are paid online through FACTS.

- **Application Fee (submitted with application)** – A **nonrefundable** Application Fee of \$150 per student is required to be paid with the online application. The maximum Application Fee per family, per year is \$450.
- **Enrollment Commitment (annual fee)** – Upon re-enrollment for current students, or notification of acceptance for new applicants, a **nonrefundable** Enrollment Commitment of \$275 per student is required to be paid with the online re-enrollment/enrollment. The maximum annual Enrollment Commitment per family, per year is \$725.

Tuition

Educational services are provided for the student on the basis of an annual tuition. As a convenience for families, tuition may be paid in one, two, or ten installments.

TUITION PAYMENT PLANS			
	Annual Payment Plan <small>June</small>	Semi-Annual Payment Plan <small>June and January</small>	Ten-Installment Payment Plan <small>June, September-May</small>
Transitional Kindergarten (TK) & Kindergarten			
1 st Child	\$7,190	\$3,595	\$719
2 nd Child	\$6,610	\$3,305	\$661
3 rd Child	\$5,960	\$2,980	\$596
1st – 5th Grade			
1 st Child	\$9,960	\$4,980	\$996
2 nd Child	\$9,160	\$4,580	\$916
3 rd Child	\$8,430	\$4,215	\$843
6th – 8th Grade			
1 st Child	\$10,350	\$5,175	\$1,035
2 nd Child	\$9,520	\$4,760	\$952
3 rd Child	\$8,750	\$4,375	\$875

Academy Multi-Student Tuition Discount: NorthCreek Academy offers a multi-student discount for students in transitional kindergarten through eighth grade, with the oldest student in the family considered the first child. For example, a seventh-grade student would be the first child at \$10,350 per year, a third-grade sibling would be the second child at \$9,160 per year, and a transitional kindergarten sibling would be the third child at \$5,960 per year. No tuition is charged for a fourth child.

It may be necessary to vary NCA's instructional model for some or all classes, grades, or departments during the course of the school year. Possible instructional models include, but are not limited to, instruction delivered on campus, virtually, or through a hybrid model. Tuition will remain the same for all instructional models.

Incidentals

In addition to the Application Fee, Enrollment Commitment, and tuition, students may incur incidental expenses depending upon their class and activity selections. Parents are responsible to understand and fulfill their financial commitments for all incidentals. Incidentals include, but are not limited to, school supplies, Learning Assistance Program, yearbooks, junior high sports and socials, field trips including extended/overnight field trips, Family Care, Kinderland, and TKland. See NCA Parent/Student Handbook for additional details.

The availability and details of incidentals including, but not limited to, Family Care, Kinderland, and TKland may vary.

- **Family Care (Kindergarten – 8th grade Only)** – Optional before-and after-school care (Monday – Friday, 7:00 a.m. opening; 6:00 p.m. closing) is provided for students in kindergarten – 8th grade at \$8.00 per hour, billed in 15-minute increments. A fee of \$2.00 per minute after the 6:00 p.m. closing time is charged for each student who is not picked up on time. Families who fail to honor the closing time more than three times in a school year may no longer be eligible for Family Care services, and may be expected to find other arrangements for childcare.
- **Kinderland** – An optional after-school kindergarten enrichment program (Monday-Friday, 12:30– 3:30 p.m.) is provided at \$8.00 per hour, billed in daily increments (\$24 per day).
- **TKland** – An optional after-school transitional kindergarten enrichment program (Tuesday, Wednesday, and Thursday, 12:30 – 3:30 p.m.) is provided at \$8.00 per hour, billed in daily increments (\$24 per day). TKland is available by advance reservation only; parents are responsible to pay the entire daily charge for all reserved days, even if their child is picked up early or does not attend on a reserved day (illness or school closure excepted).

Payments

Tuition and Incidental Payments

Families are required to establish an online FACTS family billing account, which includes tuition and incidentals. Tuition and incidentals are invoiced separately.

Families are responsible to pay all charges related to the student's enrollment regardless of the scheduled payment date or student withdrawal.

Tuition Payments

With the online re-enrollment/enrollment, families are required to set up automatic recurring tuition payments and to select their payment plan, date, and method through their FACTS family billing account.

- **Payment Plan** – Tuition is paid in ten installments (June, September – May), two semi-annual installments (June and January), or one annual installment (June).
 - **Ten-Installment Payment Plan** – The first tuition installment is **nonrefundable and must be paid to secure enrollment**.
 - **Semi-Annual Payment Plan** – Ten percent of the annual tuition is **nonrefundable**. **The first tuition installment must be paid to secure enrollment**.

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- Annual Payment Plan – Ten percent of the annual tuition is **nonrefundable. The annual tuition installment must be paid to secure enrollment.**
 - Payment Date – Automatic recurring tuition payments will occur each month included in the parents' chosen payment plan; parents may choose either the 1st or the 15th of the month as their installment payment date. Installments not received on the payment date are delinquent.
 - Payment Method – Automatic recurring tuition payments may be paid through either ACH withdrawals from a checking or savings account (at no charge) or through a credit or debit card (with a 2.85% merchant services processing fee). Additional payments may be scheduled through FACTS at any time.
 - Returned Payments – A \$30 FACTS returned payment fee is assessed the first time a tuition payment fails; the payment may be reattempted up to two more times. Rescheduled failed tuition payments are not subject to a fee if they fail.

Incidental Payments

With the online re-enrollment/enrollment, families are required to set up automatic recurring incidental payments (auto pay) and to select their payment method through their FACTS family billing account.

- Payment Date – Incidental fees are posted to the FACTS family billing account by the 5th of each month; automatic recurring incidental payments (auto pay) of all fees posted by the 5th will occur on the 15th of that month. Payments not received on the payment date are delinquent.
- Payment Method – Automatic recurring incidental payments may be paid through either ACH withdrawals from a checking or savings account (at no charge) or through a credit or debit card (with a 2.85% merchant services processing fee). Additional payments may be scheduled through FACTS at any time.
- Returned Payments – A \$30 FACTS returned payment fee is assessed when an incidental payment fails. Parents must initiate payment for both the returned payment fee and the incidental fees.

Delinquent Accounts

Family billing accounts include tuition and incidentals.

- For family billing accounts more than one month delinquent and which exceed \$250, parents must contact the school bookkeeper to discuss plans to bring their account current; such accounts may be subject to the FACTS delinquency management process.
- For family billing accounts more than two months delinquent, the school reserves the right to withhold services, which may result in student dismissal.
- Family billing accounts with a history of recurrent delinquencies may be subject to customized terms as a condition of continued enrollment.
- For returning students, all outstanding balances must be paid to reserve their placement on the roster and before the new school year begins.

Additional Financial Policies

School Property/Textbooks

Parents are responsible to pay any assessments made, including replacement costs, to cover damages to the school including, but not limited to, property and book damage or loss.

Personal Items

NorthCreek Academy is not responsible for items lost or missing at school or school events, including money and other valuables.

Leave of Absence

No financial credit is given for any absence. Should an extended absence be required, the student's enrollment will be maintained if tuition is kept current.

Refunds/Withdrawals

No refunds will be given for services rendered, absences, or school-related camps or field trips.

The Application Fee, Enrollment Commitment, incidental fees, first tuition installment for families on the ten-installment payment plan (10% of the annual tuition for families on the annual or semi-annual payment plan), and any tuition used are **nonrefundable**.

Families are responsible to pay all charges related to the student's enrollment regardless of student withdrawal or the scheduled payment date.

If a parent wishes to withdraw a student for any reason, the parent must give at least two weeks' notice; official withdrawal must be made in writing by submitting a Withdrawal Form to the school office.

Payment Plan Withdrawal Policies

- Ten-Installment Payment Plan – For withdrawals from the 1st through the 15th of the month, half of the tuition installment for that month will be charged; for withdrawals from the 16th through the 31st of the month, the full tuition installment for that month will be charged. **In addition, if no notice or less than two weeks' notice is given when a student withdraws, half of a tuition installment will be charged.** Regardless of the date of withdrawal, the first tuition installment is **nonrefundable**.
- Semi-Annual or Annual Payment Plan – Excluding the **nonrefundable** ten percent of the annual tuition, refunds are based on unused tuition. For withdrawals from the 1st through the 15th of the month, unused tuition is calculated beginning on the 16th of that month; for withdrawals from the 16th through the 31st of the month, unused tuition is calculated beginning on the 1st of the following month. **In addition, if no notice or less than two weeks' notice is given when a student withdraws, 5% of the annual tuition will be charged.**

A student who is withdrawn from school may be re-admitted in the same school year provided space is available; in such a case, a new Application Fee and new Enrollment Commitment will not be charged.

Force Majeure Events

NorthCreek Academy (NCA) operations may be suspended indefinitely without notice during all periods in which NCA is closed due to any force majeure events, including, but not limited to, any earthquake, fire, flooding, act of God, war, governmental action, act of terrorism, epidemic, pandemic, state of emergency, or any other event beyond its control. NCA has developed a contingency instructional plan to deliver remote instruction as soon as is reasonably practicable and safe under the circumstances. If such a force majeure event occurs, NCA operations may be postponed for a period of time until NCA can deliver its contingency course instruction or until such time as NCA, in its sole discretion, may safely reopen. In the event NCA is closed for a period of time or must deliver course work remotely due to an event under this clause, NCA is under no obligation to cancel, waive, or refund any portion of tuition that is owed or paid to NCA.

Student Dismissal

In case of student dismissal, NorthCreek Academy will refund any unused prepaid tuition within fourteen days upon receipt of all school property. The Application Fee, Enrollment Commitment, incidental fees, first tuition installment for families on the ten-installment payment plan (10% of the annual tuition for families on the annual or semi-annual payment plan), and any tuition time used are nonrefundable.

Emergency Medical Expenses

In an emergency or disaster, the school may arrange for medical or dental treatment and/or transportation of a student to a medical facility or an evacuation site, and may release a student to paramedics or other health professionals. Parents are responsible to pay for all such emergency medical or dental care expenses, including ambulance fees.

Legal Costs

Parents are responsible to pay all legal and court costs if they feel it necessary to bring legal action against NorthCreek Church and/or NorthCreek Academy and Preschool and lose the court decision.

Student Nondiscriminatory Policy

NorthCreek Academy and Preschool admits students of any race, color, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national and ethnic origin in administration of its educational policies, admissions policies, financial aid programs, and athletic and other school-administered programs.

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