



NLCA

Parent /School Financial Contract 2016-2017

Date _____

Name of Parent or Legal Guardian(s): Parties Financially Responsibility for Student

Last _____ First _____ MI _____

Last _____ First _____ MI _____

Billing Address _____ City, State, Zip _____

Home Phone _____ Email _____

FATHER or Guardian:

Occupation _____

Employer _____

Address _____ City, State, Zip _____

Business Phone _____ Cell Phone _____

MOTHER or Guardian:

Occupation _____

Employer _____

Address _____ City, State, Zip _____

Business Phone _____ Cell Phone _____

Student Name	Returning or New Student	Grade to Enter	Payment Plan (Monthly vs Yearly)

Please Read the following thoroughly

School Tuition:

Tuition is calculated on an annual basis but is pro-rated for the remainder of the year for students who enroll after August 1, 2016. For convenience, the annual tuition may be paid according to one of the following ways:

1. **Monthly Payment Plan:** The first monthly tuition payment is due on August 1st, and the last payment is due on May 1st. All payments are due on the first of the month for elementary students. After the 3rd of each month a \$35.00 late fee is due and will be added to your student's bill and must be paid with the next payment. After the first **unpaid tuition payment not received by the 15th of the month will result in a \$50.00 late fee and will be applied to next months statement** . Payments extending beyond two weeks will result in student's dismissal and student will not be able to return (nor will be records released) until all fees and tuition payments are paid in full.
2. **Weekly Payment Plan:** Weekly payment tuition plans must be paid on Friday of each week for the upcoming week. A \$35.00 late fee is accrued if tuition is not paid by the following Monday by 9:00am. If two consecutive weekly payments are missed, student will not be able to return to school until balance is cleared and current. **Note:** These guidelines also apply to all ABC voucher students with weekly co-pays.
3. **Annual Payment Plan:** A non-refundable tuition deposit equal to nine months of the tuition schedule is due on August 1st of the upcoming school year. Additional fees are due in full on the first day of class. If remaining balance is not paid by the first day of class, the status will be automatically converted to the monthly payment plan.

Refunds: The August payment is non-refundable for all monthly and annual plans. Tuition will be charged for the full month in which child is withdrawn or dismissed.

Withdrawals: If it becomes necessary for a parent to withdraw a student prior to the end of the school year, tuition is due through the end of the current month the student attends. In addition, a withdrawal fee of \$50.00 (with the exception of relocating military families) will be due at the time of withdrawal and student's records will be released once the withdrawal fee has been cleared the bank. If the withdrawal takes place at the end of the school term a withdrawal fee will not be assessed. _____ **Initials** _____ **Initials**

Student Book Fees: All curriculum materials and book fees must be paid by August 15th of the upcoming school term. Parents are **ONLY** allowed to procure curriculum materials through the school. Violation of this policy will be grounds for student's dismissal. **Authorized personnel MUST order all curriculum materials directly through the school's administration's office only.**

Additional Fees: Additional fees may be charged for field trips, athletic items, and any additional lab fees, etc. These fees will be collected upfront prior to event. Advance written notice will be given.

Action on Late Fees: It is imperative that you contact the administration office when a tuition payment cannot be made on time. When tuition payments or fees fall behind more than 1 week, written notice will be given to allow an opportunity to immediately bring the student's account current. If account is not brought current within (1) week of written notice, the student will no longer be permitted to attend classes at NLCA until the account is brought current. If a student has a delinquent account, he/she will not be able to participate in any extracurricular activities such as: field trips, athletics or special programs until the account is current. If the student is withdrawn from NLCA with an outstanding balance or debt to the school, the student's records will not be released until all debts are paid in full.

Action on Non-Sufficient Funds Returned Checks: A charge of \$35.00 plus any charge the bank assesses the school will be collected for any checks returned to NLCA by the bank. After two non-sufficient funds checks have been received, all subsequent payments are to be made by cash, cashier check, or money orders.

Responsibility For Student Records And Reports: NLCA assumes the responsibility for making available one (1) copy of any student's records, such as report cards, progress reports, disciplinary reports, etc. In the case of dual or shared custody of a child, the parents must decide at the time of registration who will receive the school copy of the students reports. It is then up to that parent to provide copies of these reports to the other parent, when necessary. All reports are sent home with the student, with the exception of the final report card, which is mailed. Graduating students will not be allowed to participate in graduation program if account is delinquent or student's account is not current.

Communication regarding student's account (or delinquent accounts) will only be addressed with the party who is financially responsible for student's account. The designated signee of this contract determines the responsible party. NLCA will not assume responsibility of contacting various parties to resolve any financial obligations or delinquent accounts. Any fees occurred with collection activities will be assessed to designated signee of this contract.

I acknowledge that I have read the Parent Financial Contract and fully understand and agree to all of its terms.

Signature of Father Guardian Financially Responsibility for Student

Date

Signature of Mother Guardian Financially Responsibility for Student

Date

Plan Opt _____

Amt. _____

- ABCA _____