

**Northside Christian Academy  
333 Jeremiah Boulevard  
Charlotte, NC 28262  
Finance Office: 704-598-9667  
2018-19 TUITION CONTRACT**

**Financially Responsible Parent/Guardian Names (please print):**

**Parent/Guardian 1:** \_\_\_\_\_  
(Title) (First) (M.I.) (Last)  
Email: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_  
(St. Address or P.O. Box) (City) (State) (Zip Code)

**Parent/Guardian 2:** \_\_\_\_\_  
(Title) (First) (M.I.) (Last)  
Email: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_  
(St. Address or P.O. Box) (City) (State) (Zip Code)

**Northside Baptist Church Member Discount:** Northside Christian Academy, a ministry of Northside Baptist Church, shares facilities provided by tithes and offerings of past and present church members. Therefore, a tuition only discount may be available to NCA parents/legal guardians who are active members of Northside Baptist Church, attend regularly, involved in ministry, and support NBC. Please contact the Pastor of Administration's office at (704) 596-4856 for more information.

**I/we are active members of Northside Baptist Church, attend on a regular basis, are involved in ministry, and support NBC. Yes \_\_\_\_\_ No \_\_\_\_\_ (If left unchecked we assume family is ineligible for discount)**

**List Names and Grades of K5-12 Student Names & Grades Enrolling for 2018-19:**

<i>Child 1: Name &amp; Grade</i>	<i>Child 2: Name &amp; Grade</i>	<i>Child 3: Name &amp; Grade</i>
<i>Child 4: Name &amp; Grade</i>	<i>Child 5: Name &amp; Grade</i>	<i>Child 6: Name &amp; Grade</i>

Financial responsibility is a key factor in maintaining a quality Christian school. Your cooperation enables NCA to maintain a positive Christian testimony by having necessary funds to meet our financial obligations in a timely manner. NCA hires staff and budgets for school related expenses based on projected enrollment. Space is reserved for students when the application process is completed. By signing this Contract, parent(s) indicates intention for student(s) to attend Northside Christian Academy for the full academic school year.

School enrollment fees are non-refundable except for non-acceptance by the Academy, wherein \$100 is withheld and the remainder refunded. Testing Fees for new students are non-refundable.

**Withdrawal Fees & Procedure: Prior to the start of the 2018-19 school year, parents may withdraw students by May 31, 2018 (or two weeks following acceptance for new students) and cancel their Tuition Contract, but enrollment, and testing fees will not be refunded. Withdrawals after May 31, 2018 (or two weeks following acceptance for new students) incur a \$1000 per student or \$1500 per family withdrawal fee. For International Students - please refer to withdrawal information on the 2018-19 NCA International Rates and Financial Policy.**

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### **Withdrawal Fees & Procedure (Continued):**

All student withdrawals (new or returning students), prior to start of school or during the school year, must be submitted in writing to the NCA Tuition Office, 333 Jeremiah Boulevard, Charlotte, NC 28262 and a copy provided to the grade level principal's office.

Withdrawal forms are available from the Tuition Office and should include student's name, grade, last day attending, reason for withdrawal, and signature of one or both parents/legal guardians. For student withdrawals during the school year, is pro-rated for the number of days enrolled, plus a \$1000 per student or \$1500 per family withdrawal fee. Trip fees are not pro-rated or refunded. School records and report cards are released when all financial obligations are met. Refund for any overpayment is processed within two weeks of withdrawal. **For International Students - please refer to withdrawal information on the 2018-19 NCA International Rates and Financial Policy.**

**K5-12 Sibling Discount:** – Two or more Children - \$300 per child

**Variable Tuition:** NCA has a limited amount of need-based financial assistance. FACTS Management Co., located in Lincoln, Nebraska, assists NCA in assessing financial need and administering our financial assistance program. The financial assistance process requires detailed financial information, including a copy of **BOTH CUSTODY HOLDER'S** 2016 federal tax return and 2017 W-2 forms. *To apply, re-enrollment for 2018-19 must be complete, the FACTS application must be completed by the parent who signs the NCA contract, and all tuition and fee accounts with NCA must be current.* Financial assistance applications for returning students must be completed between February 01, 2018 and February 28, 2018. Awards are FINALIZED by April 15, 2018. To apply, please go to [www.factstuitionaid.com](http://www.factstuitionaid.com). Application for financial assistance is required yearly.

**Your Tuition Solution:** Your Tuition Solution is the education loan families have turned to at over 2,400 private K-12 schools nationwide. Schools choose Your Tuition Solution to provide a full range of convenient and flexible payment options for their families. YTS provides: Fixed Rates as low as 3.99% apr; Terms to 84 months; Loan Amounts to \$40,000; No prepayment penalty. To apply go to [www.yourtutionsolution.com](http://www.yourtutionsolution.com).

**North Carolina Opportunity Scholarship:** North Carolina Opportunity Scholarship is for NC students that attended public school the spring of the year applying for. To apply go to [www.ncseaa.edu](http://www.ncseaa.edu).

**Children's Scholarship Fund:** CSF is a private organization offering need-based scholarships. NCA accepts CSF awards if the recipient meets the Academy's enrollment eligibility requirements. CSF parents must choose one of NCA's two payment options. Monthly draft contract adjustments are made after CSF provides NCA with award verification, usually in June. Parents must contact CSF directly to apply or reapply each year. CSF may be reached by at 704-973-4534, 704-973-4934, or by email at [www.csfcharlotte.org](http://www.csfcharlotte.org).

### **Other Information:**

- Admission is charged for post season (state playoff) athletic events.
- Late charges are assessed for past due accounts.
- Withdrawal policy is followed as stated in Tuition Rates & Fees, Tuition Contract and Parent-Student Handbook.
- **Annual payments must be made by cash or check (Tuition Office only). Online debit/credit card payments forfeit the full payment discount. (NCA pays credit card merchants over 2% on credit card payments.)**
- Costs of MS and HS field trips and out-of-town trips are not included in tuition.
- Senior and college trip dates and costs to be announced at a later date.
- Private music lessons are available. Please contact the Fine Arts Department Director for information.
- Lunch costs are not included in tuition.
- Cost of before and after school care is not included in tuition.
- School uniform costs are not covered in tuition.
- Some high school courses require an additional class or lab fee.
- Athletic participation fees are required for middle school, junior varsity, and varsity sports participants. Proof of insurance is required.
- Students must be re-enrolled to participate in 2018-19 sports tryouts or summer athletic programs.
- Charges for Kid Zone will apply if utilized, even if the separate application for Kid Zone is not signed. Please understand that we have to provide a safe place for your children and Kid Zone is the only available option.
- **Account Status:** As part of Northside Christian Academy's continual efforts to teach our students responsibility and good stewardship, students may not re-enroll, receive report cards or transcripts if a student's account is in arrears, or if there are unpaid library fees, lost books, damage fees, or lunch fees. This policy is set forth in the Parent-Student Handbook.

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**PAYMENT OPTIONS:** Students may attend NCA when either annual payment is made, or monthly draft set-up is completed and any required up-front money is paid. **Prior to first day of school in August, two monthly payments are made for late enrollees missing FACTS draft set-up dates.** School tuition (not fees) is pro-rated for students who begin after September 1, 2018.

**Transfer students enrolling after February 1<sup>st</sup> make full payment for the remaining year's tuition/fees since two payments are required prior to first day and monthly drafts end in April. Both the annual and monthly payment option will be available for the next school year.**

Payment options, either yearly or monthly, are one choice per family, not per student. You may also satisfy your child's tuition obligation through **Your Tuition Solution** ([www.yourtutionsolution.com](http://www.yourtutionsolution.com)). The details of this program are available upon request in our Business Office.

NCA reserves the right to terminate, amend, or not renew a student's enrollment contract if the school concludes that the actions of a student, parent, or guardian interferes with the school's accomplishment of its spiritual, educational, or financial responsibilities.

**PAYMENT CHANGE FEES:** Each change to your initial pay plan choice will incur a \$25 fee.

**Please check payment option below: (2018-19 K5 through 12<sup>th</sup> grade tuition and fees):**

\_\_\_\_\_ **Annual:** Single payment to the Academy for family's entire year's tuition is due by **June 15, 2018** with full payment discount. **Annual Plan families paying after June 15, 2018 or MasterCard, VISA, or Discover debit/credit card payments forfeit the full payment discount.** Discount does not apply to enrollment or fees. Annual payers, whose tuition is not paid by June 30, 2018 must pay a \$25 Pay Plan Change Fee and set up monthly drafts through FACTS Management. Checks may either be dropped off or mailed to the NCA Tuition Office, located in the Academy for Early Learning Building. Although not qualifying for the full payment discount, Visa or MasterCard payments may be made online @ <http://www.ncaknights.com/quick-links/>. Parent accounting statements may be accessed at any time via internet using your RenWeb parent log-in. Returned payments incur a \$29 NSF fee.

\_\_\_\_\_ **10 Month** (July 2018 - April 2019); or

\_\_\_\_\_ **12 Month** (May 2018 - April 2019); For a minimal \$41 yearly administration fee, the FACTS Monthly Plan spreads tuition payments over ten months (July 2018 - April 2019) or twelve months (May 2018 - April 2019). Families authorize automatic withdrawals from a checking or savings account to FACTS on the 5<sup>th</sup> or 20<sup>th</sup> of each month. FACTS yearly administration fees are drafted from your bank account. NCA and FACTS have no knowledge of bank account balances at any time.

**All monthly payments must be made thru FACTS Management and be completed by April 2019.**

First-time families using FACTS are given instructions for completing an on-line Automatic Tuition Agreement through a link to FACTS secure website. For new students, drafts must be set up as soon as the enrollment process is complete.

For consecutive years using FACTS, NCA's Tuition Office electronically re-enrolls parents with FACTS at the new tuition rates. If banking information changes, please provide NCA's Tuition Office with a voided check from the new account. You will receive confirmation of your re-enrollment in FACTS.

FACTS assesses a \$30 NSF fee for returned payments. NSF fees will be drafted by FACTS within 5 days of a return, and missed tuition payments will reattempt on the next available payment date. If two consecutive payments to FACTS are missed or delayed, remaining year's tuition is required within ten days or the student will be asked to withdraw from NCA.

**PEACE OF MIND TUITION PROTECTION PROGRAM:** This voluntary plan is available to FACTS families for a minimal, non-refundable annual fee per agreement. The Peace of Mind program is designed to assist families should the person paying tuition, or that person's spouse, die during the school year. For further information, please contact FACTS at 800-624-7092. There are age and pre-existing medical condition limitations.

**I agree to make payments for 2018-19 in accordance with the payment option chosen above. I have read and will comply with the 2018-19 Financial Policy with regard to withdrawal, discount eligibility, and penalties for delinquent tuition. I understand that cancellation of this contract must be submitted in writing by May 31, 2018 (or two week following acceptance for new students) to avoid a \$1000 per student or \$1500 per family withdrawal penalty, and that school records and report cards will not be released until all school financial obligations are met.**

\_\_\_\_\_  
Parent or Guardian 1

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian 2

\_\_\_\_\_  
Date

- **Completed and signed Family Covenant, Tuition Contract and enrollment fee is required for returning students**
- **Contact the NCA Admissions Office at (704) 599-9015 for requirements to begin enrollment process for new students**