



**Northside Academy for Early Learning**  
 333 Jeremiah Boulevard  
 Charlotte, NC 28262  
 704-598-9665

**2019-20 FINANCIAL CONTRACT**  
**Full-Time Students**

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

**Parent 1** \_\_\_\_\_ **Phone:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 (Title) (First) (Middle Initial) (Last)

**Parent 1 Email Address:** \_\_\_\_\_ **Church:** \_\_\_\_\_

**Parent 2** \_\_\_\_\_ **Phone:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 (Title) (First) (Middle Initial) (Last)

**Parent 2 Email Address:** \_\_\_\_\_ **Church:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
 (St. Address or P.O. Box) (City) (State) (Zip Code)

**(Parent 2 Address if different):**

\_\_\_\_\_  
 (St. Address or P.O. Box) (City) (State) (Zip Code)

**Student Enrollment/Re-Enrollment Information: Infants–K4 (please print):**

List Students Enrolling or Re-enrolling Names & Date of Birth Below:

**Child 1** \_\_\_\_\_ **Child 2** \_\_\_\_\_  
 Name Date of Birth Name Date of Birth

**Child 3** \_\_\_\_\_ **Child 4** \_\_\_\_\_  
 Name Date of Birth Name Date of Birth

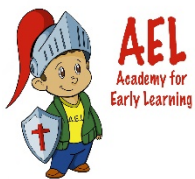
I have read, understand, and agree to comply with Northside Academy for Early Learning's Rates, Fees & Financial Policy. I understand that my financial responsibility is a key factor in maintaining a quality Christian environment for my child/children. My cooperation enables the school to maintain a positive Christian testimony by having necessary funds to meet its financial obligations in a timely manner. I understand that Northside Academy for Early Learning hires staff and budgets for school related expenses based on projected enrollment, and that space is reserved for my child/children when the enrollment or re-enrollment process is completed.

\_\_\_\_\_  
 Parent or Guardian Date

\_\_\_\_\_  
 Parent or Guardian Date

**Returning students** – completed and signed Family Covenant, Financial Contract, Registration Fee payment to Northside Academy for Early Learning's Tuition Office is required during the re-enrollment period.

**New students** - completed and signed Family Covenant, New Student Application, Financial Contract, Registration Fee payment is required to begin enrollment process for 2019-20.



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## 2019-20 RATES, FEES & FINANCIAL POLICY Effective July 1, 2019 – June 30, 2020

CLASS	REGISTRATION	TUITION	TUITION
	Annual	Monthly Payment*	Bi-Monthly Payment**
Infants – 1 Yr. Old Class	\$150	\$940	\$470
2 Yr. Old Class	\$150	\$920	\$460
3 – 4's Kindergarten	\$150	\$860	\$430

\*Prepaid - Due on 1<sup>st</sup>                      \*\*Prepaid - Due on 1<sup>st</sup> & 15<sup>th</sup>

**REGISTRATION FEE:** Annual registration fee covers attendance from July 1, 2019 through June 30, 2020. Non-refundable registration fees are required prior to enrollment for new students and annually at re-enrollment for returning students.

**TUITION PAYMENTS:** All tuition payments must be prepaid, either monthly or bi-monthly. New student's first monthly payment is pro-rated if student does not begin on the 1<sup>st</sup> or their bi-monthly payment is pro-rated if student does not begin on the 1<sup>st</sup> or 15<sup>th</sup> day of the month, and is due prior to first day attending. Monthly tuition payment is due in advance by the 1<sup>st</sup> of each month. Semi-monthly tuition is due in advance on the 1<sup>st</sup> and 15<sup>th</sup> of each month. Parent(s) must set up a RenWeb account, Northside's school management software, for their tuition payments. This account may be accessed directly by going to [www.renweb.com](http://www.renweb.com) or through a link on the school's website, [www.ncaknights.com](http://www.ncaknights.com). Through RenWeb, parent(s) may be able to see their outstanding balances and make online payments, using ACH or credit cards. All payment using a credit card will incur a 2.85% processing fee. Checks, money orders and/or cash may be given directly to an AEL employee working at the reception desk. Cash should never be mailed. Please note your **Family ID** and **Child's Name** on the payment.

**SIBLING DISCOUNT:** A \$12.50 semi-monthly (\$25 a month) sibling discount (per family) is awarded to Academy for Early Learning (AEL) children whose family has two or more AEL children attending (Infants through K4).

**LATE PAYMENTS:** If an account becomes 2 weeks delinquent, a warning may be given to the parent regarding the status of their account. If an account becomes 4 weeks delinquent, the parent will be informed that their child(ren) will not be allowed to return until their account is current, meaning all delinquent amounts are paid in full and their tuition is prepaid for at least 2 weeks. Any delinquent accounts may be turned over to a collection agency and if an account is turned over to an agency, the parent(s) on that account will be responsible for any/all collection fees. Monthly and Semi-monthly tuition payments not paid by prepayment due date will incur a \$10 (per child) late fee.

**LATE PICK-UPS:** We close promptly at 6:00 P.M. The late pick-up fee is \$20 per child for every 15 minutes thereafter.

**RETURNED PAYMENTS:** The fee for a returned payment is \$29.

**OFFICE HOURS:** 7:45 A.M. until 3:45 P.M., Monday through Friday.

**HOLIDAYS/CLOSINGS:** New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day (Thursday & Friday), Christmas week, 5 Professional Development Days (see school calendar) and rarely for inclement weather.

**VACATIONS & ABSENCES:** Semi-monthly rates were established by multiplying a weekly rate (\$235; \$230 & \$215) by 48 weeks instead of 52, divided by 24, and rounding to the nearest whole dollar. Therefore, tuition is the same every month, whether you take a vacation or when we are closed. No additional tuition is due for months with five weeks. Tuition is **not** adjusted for absences, vacations, holidays, illness, or the rare occasion when we must close early or for the entire day for an emergency or inclement weather.

**PRE-ENROLLMENT FINANCIAL OBLIGATION:** If a student's designated start date is 30 or more days from the date the registration fee is paid, after space is held for 30 days, parents are financially obligated for one semi-monthly payment should they decide not to enroll, regardless of whether or not written withdrawal is submitted. Pre-enrollment requires a firm start date (except for unborn infants) and delays beyond the return date incur a \$100 per week charge (maximum of two weeks delay) to continue holding the space. Requests to delay start beyond two weeks of designated start date are not permitted. If space is available, and the family wishes to enroll again later, the registration fee must be paid again.

**WITHDRAWALS:** For withdrawals during the year, parents must provide written notice to the Tuition Office at least 10 business days prior to student's withdrawal. If 10 days written notice is not provided, payment of a withdrawal penalty equal to one semi-monthly charge per withdrawing student is required. Refunds and adjustments will be made if applicable, but unpaid accounts are subject to unfavorable reports to credit reporting agencies. Monthly tuition will be adjusted for withdrawals; refunds, if applicable, will be processed within two weeks of withdrawal. See above for financial obligation for pre-enrolled students who withdraw.

**TAX REPORTING/RECEIPTS:** Please use on-line statements through RenWeb or bank records for tax reporting. **Our Tax I.D. is 56-0787452.**

**GOVERNMENT SUBSIDIES & FINANCIAL AID:** We do not offer financial aid or accept tuition assistance from any government agency.