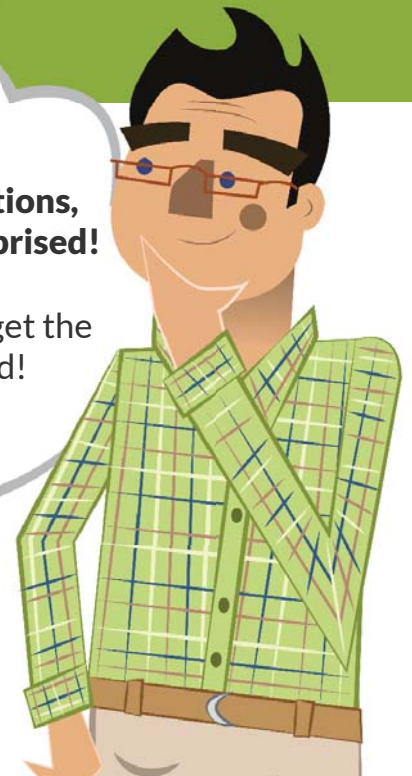


APPLICATION FORM

Hi, I'm Jake!
If You've Got Questions,
We Wouldn't Be Surprised!
Let us know!
We'll make sure you get the
answers you need!



Begin Your Registration Process

You can begin your registration by filling out this application form. Our school mission and belief statement, tuition options, highlights of our policies and parent/student covenant are enclosed so you can become familiar with those. You only need to print the enclosed application page and fill out as directed. Mail or bring in to the school office.

Once we receive this application, we'll schedule a family interview to move along your enrollment.



We're Glad That You're Choosing Northern!

Your registration begins here! We are so excited to have the opportunity to get to know you and your student. It is a genuine privilege to partner with you in allowing your student to experience the joy of discovery in their education. Our small-group approach, commitment to active learning, the real-life experiences we provide students, and our POD model -- each will make your educational experience second to none.

You can print out this package, if you like, but you only need to fill out the one-page **Application Form**.

These Documents Are Enclosed So You Can Become Familiar With Them:

As you are asked to accept these documents on your application, we include them here for your convenience.

- NDA Mission & Belief Statement
- General School Policies
- Parent/Student Covenant
- Tuition Costs & Payment Plan Options

The first matter to consider in this packet is the NDA Mission & Belief Statement. It describes the basics of the Christian faith that serve as the foundation of our school. In fact, our faith is the very reason we are so passionate about helping students find joy in their education. So, if you have any questions, please contact us. We would be glad to answer them.

Some of this material may not be familiar to you, depending on your own family's background. If it is unfamiliar territory, we ask that you and your student respect the faith described. Please feel free to contact us with any questions you have regarding the belief statement, and how it may impact life at NDA.

Our Schedule

Northern Discovery Academy is in session from Monday to Thursday each week, so that families have a family day available to visit grandparents, volunteer in the community, pursue a hobby, etc. Occasionally, students will be expected to participate in a field trip or a large project on campus. These are sometimes scheduled on a Friday, depending upon the activity.

This schedule allows families more time to serve their families, their community, and their churches, to enjoy family together time, or to develop new skills. You'll find more on that later in this packet.

For the 2019-2020 school year, Northern Discovery Academy is accepting K-12 students.

If you have any questions about the application process, or one of these documents, we'd be happy to help you.

Call us at 231-519-3177.

Well, it's time to get down to business. Forgive our business-like tone, but hey -- education is serious stuff!

Parent Name(s): _____
Address: _____
Home Phone: _____ **Mobile:** _____
Email Address(es): _____

PREFERRED Enrollment Date: _____
Preferred Campus (Circle One):
 Newaygo
 Howard City

Student(s) Full Name:	Grade	Program (Circle One)	New to NDA?	
_____	_____	1st-6th or Jr/Sr High	Yes	No
_____	_____	1st-6th or Jr/Sr High	Yes	No
_____	_____	1st-6th or Jr/Sr High	Yes	No
_____	_____	1st-6th or Jr/Sr High	Yes	No
_____	_____	1st-6th or Jr/Sr High	Yes	No

Demonstrate your acceptance of each of these, by initialing here:

- We will respect the school’s Mission and Belief Statement.
- We will accept the school’s policies and abide by them.
- We have read and agree to abide by the Tuition Policy.
- We will conscientiously abide by the Parent/Student Covenant.

	Parent Initials	Parent Initials
	_____	_____
	_____	_____
	_____	_____

Annual Enrollment Fee per Family: \$200

- This enrollment fee is due with this form to reserve space for your student(s), and is non-refundable, unless the school denies admission.
- Current NDA families will have enrollment priority in subsequent years, above new enrollees.

Northern Discovery Academy admits students of any race, color, national origin, and ethnic origin to all the rights, privileges, programs, and activities made available to students in attendance at our school. It does not discriminate on the basis of race, color, national origin, or ethnic origin in administration of its educational policies, admission policies, scholarship admission policies or programs, and other programs.

Tuition: Promissory Note
I promise to pay tuition and other amounts due to Northern Discovery Academy in accordance with the following, unless other arrangements are approved in writing by the School Administrator:

- I agree that payments shall be made as provided in the Tuition Policy.
- I am aware that late payments are subject to fees as outlined in our Tuition Policy.
- Amounts due that are not paid in full by May 31 of an academic year will accrue interest at the rate of 5% per month or portion of a month on the unpaid balance.
- I understand and agree that this statement constitutes a promissory note to Northern Discovery Academy. I also understand that Northern Discovery Academy may engage a service for collection or sell my indebtedness to a collection service to collect any unpaid balance in accordance with the practices of a collection service.

Parent Signature: _____ **Date:** _____

Office Use Only: Enrollment Date: _____ Check #: _____ Amount: _____



Our Mission

Our mission is to equip students to glorify God in all they do, and to impact the world for Christ. We believe this begins with education. Each day students will be encouraged to explore God's world through nature, history, math, and the cultures they encounter in the classroom and in their community. Students will be encouraged to discuss what they have observed and learned, so that they learn to discern truth and mature to value that which honors God and, finally, to see their own interests as avenues of impact for God's glory.

Enrolling families do not need to agree with this belief statement, but students and their families are expected to be respectful of our school's faith at school and at school events.



Northern Discovery Academy Belief Statement

Scripture

We believe the sixty-six books of the Old and New Testament Scripture alone to be inspired in all its very words by God and inerrant in the text of the original manuscripts, and that they alone are of supreme and final authority in faith and life.

God

We believe in one God who is Creator of heaven and earth, who is infinite Spirit, light, love, and truth; eternal, almighty, infallible in all things, including His omniscience and knowledge of all future events; that He is unchangeable, all wise, just, and holy; and that the triune God eternally exists in one essence and three Persons: Father, Son, and Holy Spirit. God intervenes in the universe, and miracles—including predictive prophecy—are possible.

Creation

We believe in the ex-nihilo special creation of the entire space-time universe, as described in the biblical creation record, and in the direct creation of many diverse biological categories. We also believe in the historicity of the biblical record, including the special creation of Adam and Eve as the literal progenitors of all people, the literal fall and resultant divine curse on the creation.

Jesus Christ

Incarnation: We believe in Jesus Christ, the Second Person of the Trinity, the Eternal Word manifested in the flesh. We believe that He was conceived by the Holy Spirit, born of the virgin Mary, lived a sinless life, and that He is fully God and fully man, having two distinct natures co-joined in one Person.

Death: We believe that the Lord Jesus Christ died as a representative and substitutionary sacrifice for the sin of humanity and thus offers salvation to all as a free gift based on grace alone. The representative and substitutionary work of Jesus Christ is effectual for all who receive Him as Savior.

Resurrection: We believe that the Lord Jesus Christ arose from the dead in the same physical body, though glorified, in which He had lived and died, and that His resurrection body is the pattern of that body which will be given to all believers at the return of Christ.

Ascension: We believe that the Lord Jesus Christ ascended into heaven in the same glorified physical body in which He arose, was seated at His Father's right hand, assuring us of the perfection of His work of redemption, and that He now, as Head over all things to the Church, is engaged on behalf of the saved as their only Advocate.

Return: We believe in the future, personal, literal, and bodily return of Jesus Christ for His redeemed ones.

Humanity

We believe that humans were originally created in the image and likeness of God, and that humans fell through sin; as a consequence of sin, humanity became spiritually dead with a corrupt human nature that has been transmitted to the entire human race, the Man Jesus Christ alone being excepted; and hence, that every descendant of Adam is born into the world with a nature that is corrupt.

Human Sexuality and Marriage: According to the Bible, we view marriage as ordained by God from the creation of humanity, of one adult biologically born male and one adult biologically born female, and historically understood by the Church, to be the most basic societal institution and the exclusive institution appointed by God for sexual intimacy. We believe God has created each human as a unique individual, a biologically born male or female, just as he created Adam and Eve as male and female respectively.

Sanctity of Human Life: We believe that all human life is created by God in His image, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Psalm 139).

Salvation

We believe that only those who receive the Lord Jesus Christ as Savior by faith alone, apart from all good works, are justified before God, and have become children of God and, therefore, will inherit entrance to Heaven and eternal communion with God.

The Holy Spirit

We believe that the Holy Spirit, being the Third Person of the Godhead, convicts men of sin, regenerates, indwells, baptizes, seals, and sets believers apart to a holy life; that He keeps and empowers believers day by day. We believe that He is the Teacher of the Word of God through which He guides us in our daily lives.

The Final State

We believe in the eternal and everlasting blessedness of the saved, and the eternal conscious punishment of the lost.

Ordinances

We believe that the Lord Jesus Christ instituted baptism and the Lord's Supper (neither necessary for justification), to be observed until He comes, and overseen by the local church.

The Church

We believe that the universal Church of Jesus Christ is composed of those who have been redeemed and washed in His blood, regenerated and sealed by the Holy Spirit, and that they are saved to worship and to serve; that it is the responsibility and privilege of all who are saved to seek to win others to Christ, to the "utmost part of the earth"; that they should seek to live a holy life, to separate themselves from and forsake all that might dishonor God, cast discredit on His cause, or weaken their testimony.

Satan

We believe that there is a personal devil who can exert vast power but only as far as God permits him to do so; that he shall ultimately be cast into the lake of fire and brimstone and shall be tormented day and night forever. Other, both good and evil, supernatural beings exist.



Guidelines We Are Often Asked About

Here are summaries of some of the policies about which families most often have questions. Full versions of these are available in our enrollment packet. They reflect practical guidelines that work for everyone, and limit in-school distractions.

Attendance Policies

On-time attendance for all students is essential for both the success of the individual and the school. School begins at 8:30 and ends at 3:30, Monday to Thursday. Occasionally, students will attend to enjoy a field trip or in-depth project. Some of these may fall on Friday, depending upon availability of the activity. Written permission is required to release students at end of day to anyone not listed on their registration form.

Absences from School

All absences from school must be reported to the school office by the parent or guardian by 9:00 am on the day of the absence. Students leaving prior to lunch or arriving after lunch will be marked as attending a half-day. You may email the office or text the lead teacher at their campus.

School Closing Procedures

School will not be held during severe weather conditions. NDA will close when Newaygo or Tri-County schools close due to bad weather. In the event of such a closing or delay, parents will be emailed to confirm that school has been canceled as early as possible. When school is closed, all extra activities or events scheduled for that day will be canceled or rescheduled as appropriate. If we have chosen to hold school and you consider it unsafe to send your child, please use your own judgment. You know your area's road conditions better than we do and we do not want to place your children at risk. Your children will not be penalized for missing classes because of weather. Please contact the school office to inform them of your situation.

Communication with Parents

As needed, teachers may email parents regarding what is going on in the classroom. Additional communication direct to parents will also take place via email. Some forms will be sent home with students. Parent-teacher conferences are scheduled in the fall and spring via sign up through email. You are always welcome to speak to a teacher informally before or after school, as necessary for informal communication as well.

Lunch

Students can bring a lunch to school each day. Water is provided, but students may bring other drinks to lunch. To help families, NDA also offers our "Trail Mix Lunch Shop," which will regularly stock packaged lunch, snacks, and drinks for purchase, plus a few hot and ready foods if a student wishes to eat a school lunch or supplement their lunch (with parental permission), or forgets their lunch. See our "Trail Mix Lunch Shop Policy" in our registration packet for more information about this program.

Recess

Students will go out for recess each day, so students should dress in appropriate gear for the weather. We recommend boots when snow is on the ground, as the campus receives plenty of it! We ask that any parent that wishes for their student to be kept inside for recess due to illness or other consideration send a written note to school that day with an explanation of their student's situation.

School Registration and Supplies

School registration procedures are listed online and in registration and enrollment paperwork. Returning students must also fill out some forms, also listed online. A list of needed supplies for your student will be posted on the school website as of August 1 each year. Textbooks and reading material provided to each student are considered the property of the school.

Northern Dress Code

Students of Northern are asked to dress in a manner that is appropriate to a school environment and is in good taste. Our full, more specific dress code is included in our registration documents, but generally, clothes should be neat, clean, in good repair, and modest, with no offensive wording, symbols or pictures. Athletic shirts will be fine at school, and nicer athletic pants, but modesty is required for pants and shorts worn at school, so no tight or clingy athletic pants or shorts should be worn by any student, and no traditional sweat pants or yoga pants should be worn. We do require closed-toed shoes because our nature study aspect includes going into the woods, and ask that shoes reflect our school's focus on active learning by being practical and comfortable. For more detail, you can see our registration packet. Primarily, our dress code is designed so as not to distract our students from their education, and to enable them to enjoy the active learning we offer each day.



Technology, Social Media, Device & Cell Phone Policy

Students of Northern are asked to utilize school and personal technology in a way that brings glory to Christ and demonstrates respect for the mission of Northern Discovery Academy, their classmates, and their teachers. Because electronic devices can create such a distraction in class, any device brought from home must remain off and stowed away in a backpack during the school day. Social media should be thoughtfully used so as not to violate biblical principles. Again, more information on this policy is included in our registration packet.

Items to Leave at Home

Things to leave at home include: gum, valuables, toys, trading cards, fidget gadgets, weapons, play guns, and pets.

Northern Student Courtesy Guidelines

To build each other up in Christ, students should "Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should not look not only to your own interests, but also to the interests of others." (Philippians 2:3,4) Students live out this verse by showing kindness to their fellow students and teachers, cultivating an attitude of inclusion, encouragement, and forgiveness. They should embrace cooperation, avoid a critical spirit, and develop habits of courtesy.

Harassment and Bullying Policy

It is a violation of biblical principles and school policy for a student to harass, bully, or intimidate another student. Our students are expected to report bullying or habitual mistreatment to staff. All incidents are fully investigated and decisively addressed.

Northern Student Conduct Covenant *(signed later as part of the Enrollment Packet)*

I covenant with the Northern Discovery Academy community to hold myself to these standards of conduct:

- I understand that Northern Discovery Academy exists to help me grow as a follower of Christ, and glorify God in all I do. With this in mind, I will demonstrate respect for my school and my instructors.
- I will be faithful in attending and participating in class as led by my instructors.
- I understand that being a Northern student in good standing requires that my conduct, attitude, speech, relationships, and dress promote unity and be honoring to Christ.
- I commit to relationships that build others up, recognizing that my words and actions impact those around me. I will demonstrate respect for my school, and the Northern Discovery Academy community with my words and actions, both in person and on social media.
- I will keep myself in good standing with Northern and strive to meet and exceed our school's standards for conduct and education.



NORTHERN DISCOVERY ACADEMY TUITION PAYMENT OPTIONS & POLICIES

Tuition Costs & Payment Plans

Northern Discovery Academy seeks to provide an affordable education for families. Northern's yearly tuition is well below other private schools in the area. Each family pays a single family enrollment fee of \$200, plus the tuition listed below. (The only costs not covered by tuition are needed student supplies, costs to participate in extracurricular opportunities, and field trip costs, which vary trip by trip and can be paid at the time of the outing.)

It is Northern's desire to keep tuition costs low for everyone, and each of our families helps us toward that goal. Enrollment commitments and tuition agreements submitted by families are used to help NDA make informed decisions about staffing for the year, which helps us keep costs low for everyone. As such, we want to make tuition plans and payments work each year for our families. Please look over the options and policies below.

Tuition Costs for the 2019-2020 School Year:	Grades 1-6	Junior & Senior High
Student Tuition for the 2019-2020 School Year:	\$3,700.00	\$3,900.00
Tuition for a Family's Second Student:	\$3,400.00	\$3,600.00
Tuition for a Family's Third & Subsequent Students:	\$3,200.00	\$3,400.00
Tuition for Partial Year (Mid-Year Transfers In/Out)	\$465.00/mo. attend	\$490.00 per month attended

Tuition Payment Options:

We offer a few payment schedule options so families can find one that works for them. Choose your preferred tuition option and outline it on the Tuition Payment Plan Agreement on the next pages. Note that ...

- All payment plans incur an administrative fee noted in the description.
- A returned check fee of \$29 will be added for any unpaid checks.
- Late payments are subject to the fees below.
- Your signed Tuition Payment Plan Agreement constitutes a promissory note to Northern Discovery Academy.

What Works Best for Your Family? Northern Discovery Academy - Tuition Payment Plan Options

Number of Payments	Initial Downpayment	Flex Payment	Admin Fee or Discount	Payment Dates	Relevant Policies
Single Payment	--		Discount: 10%	Payment in Full by Aug 25	Policy A, C
9-PAYMENT	Eligible	Eligible with Downpayment	One time fee: \$30	Monthly, Aug 25 - April 25	Policy B, C
10-PAYMENT	Eligible	Eligible	One time fee: \$35	Monthly, Aug 25 - May 25	Policy B, C
11-PAYMENT*	Eligible	Eligible	One time fee: \$40	Monthly, July 25 - May 25	Policy B, C
12-PAYMENT*	Eligible	Eligible	One time fee: \$40	Monthly, June 25 - May 25	Policy B, C
Custom (for Mid-Year Transfer Students)	Eligible	May Be Eligible w/ Downpayment	One time fee: \$5 x # of months	Monthly by Arrangement, Based on Enrollment Time	Policy B, C

* Parents who'd like the advantages of an 11- or 12-month payment plan can enroll in one of these plans even if they miss summer payments by simply making equivalent payment to the missed payments as a downpayment, and still qualify for the plan.

SEE NEXT PAGE for information on downpayments, flex payments, and specific policies relevant to each payment plan.

Tuition Policy: Keeping Financial Accounts in Good Standing

It is our desire here at Northern Discovery Academy to do everything we can to assist parents in keeping their account in good standing. If you have an issue with payment due to family illness or crisis, job loss or interruption, or unforeseen financial need, please communicate with our office to see what options are available for payment restructuring, etc. We want to work with you.

Flex Payment Options & Policies

Some parents may elect to include a flex payment in their payment plan; these are extra large payments made based upon extra income at a certain time of year -- perhaps a work bonus or tax refund. Parents are expected to provide details on the nature of income that will be used for a flex payment, and may be asked to provide relevant documentation of the expected income. Up to 1/3 of student tuition may be defrayed, as long as it does not exceed documented expected income. This flex payment will be scheduled to align with income expectation, but may not be scheduled later in the year than the March 25th payment. If the flex payment is not made in the selected month, a double payment will be due that month, and a meeting will be requested to discuss the account, which will incur an additional fee of \$30 assessed to the account to cover administrative fees.

Flex payments can be approved for families that choose a 10-, 11-, or 12-payment plan. Flex payments are based upon good faith in the payment arrangement, and for that reason, is available to families making payments ahead during the summer, or providing a downpayment that is equivalent to payments that would have been made as part of such an arrangement. Families making fewer payments, perhaps because they are transferring their student in for part of the year, may be able to make arrangements to pay with an included flex payment, but this is not guaranteed. Flex payments will be approved on a case-by-case basis.

Downpayments

Downpayments are not required, but most payment plans (except a single payment in full) allow a family to make at the beginning of the year so that their monthly payment is lowered. ***(Tuition policies continue on the next page.)***

Late Payment Policies

Payments are due on the 25th of each month, as outlined in your Tuition Payment Plan Agreement. Payments due on the 1st or after of the following month (5-6 days later) are considered late.

Late Payment Fees

Payments not made prior to the 1st of the following month (5-6 days later) will incur a \$20 fee, and payments still not received by the 15th of that same month will incur another \$20 fee. These same fees will continue to be added on succeeding months on both the 1st and 15th of each month, until the account is current. If payments become 45 days overdue, a meeting will be requested to discuss the account, and an additional fee of \$30 assessed to the account to cover administrative fees.

If an account remains chronically unpaid, Northern Discovery Academy may engage a service for collection or sell the indebtedness to a collection service to collect any unpaid balance in accordance with the practices of a collection service. Transcripts and other documentation will not be released until payment issues are resolved.

Relevant Policies List for Individual Payment Plans

We ask that our families understand that tuition agreements are used to help NDA make year-long staffing decisions and commitments to our dedicated teachers and still keep costs low for everyone. As such, all agreements are subject to all the policies outlined as part of NDA's "Tuition Payment Options and Policies," and those relevant to the payment plan you've selected. These are the policies that are relevant to specific payment plans.

- | | |
|-----------------|---|
| Policy A | Parents who pay for the full year and receive a 10% discount are not eligible for a refund if they elect to transfer their student. Exceptions will be considered for catastrophic family situations. |
| Policy B | Parents who pay via payment plan who elect to withdraw their student before the year ends can settle their account by refiguring their amount owed based upon transfer tuition. In the case of a withdrawal, students attending fewer than 4 months of a school year will be assessed an additional \$200 fee per student to cover administrative costs incurred. Exceptions will be considered for catastrophic family situations. Should a family withdraw one student, discounts for subsequent students still attending will be adjusted. |
| Policy C | The application fee and fees related to chosen electives or extra-curricular activities are non-refundable. Should a family withdraw one student, discounts for subsequent students still attending will be adjusted. |



**Complete
Early to Enroll
in a Longer Payment
Plan - Due Upon
Enrollment**

Tuition Payment Plan Agreement

Tuition Costs for the 2019-2020 School Year:

	Grades 1-6	Junior & Senior High
Student Tuition for the 2019-2020 School Year:	\$3,700.00	\$3,900.00
Tuition for a Family's Second Student:	\$3,400.00	\$3,600.00
Tuition for a Family's Third & Subsequent Students:	\$3,200.00	\$3,400.00
Tuition for Partial Year (Mid-Year Transfers In/Out)	\$465.00/mo. attend	\$490.00/mo. attended

Payment Plan Worksheet

Circle Payment Plan Selected: **Single Payment** **12-Payment** **11-Payment**
 Custom **10-Payment** **9-Payment**

Tuition Due:	Family Application Fee	\$	200.00
	+ Student 1: _____	+	\$ _____
	+ Student 2: _____	+	\$ _____
	+ Student 3: _____	+	\$ _____
	+ Student 4: _____	+	\$ _____
	+ Student 5: _____	+	\$ _____

Tuition Total: = \$ _____

- A. Tuition Due: \$ _____
- B. Subtract 10% Discount if on Single Payment Plan - \$ _____
- B. Subtract Downpayment: - \$ _____
- C. Subtract Flex Payment: - \$ _____
- D. Remainder for Payments \$ _____
- E. Divide (D) by # of Payments (___) for Monthly Payment Amount = \$ _____

Input Payments, Based Upon Selected Payment Plan (9-Month Plan in Gray)

June 25th -	July 25th -	Aug 25th -	Sept 25th -
Oct 25th -	Nov 25th -	Dec 25th -	Jan 25th -
Feb 25th -	Mar 25th -	Apr 25th -	May 25th -

Downpayment Amount: \$ _____ AND Payment Month (before Aug 25th): _____
 Flex Payment Amount: \$ _____ AND Payment Month (by March 25th): _____

Tuition: Promissory Note

I promise to pay tuition and other amounts due to Northern Discovery Academy in accordance with the financial outline above, unless other arrangements are approved in writing by the School Administrator, and:

- I have read and understand NDA's "Tuition Payment Options and Policies" and the policies that apply to the payment plan that I have selected.
- I agree that payments shall be made as provided in the Tuition Policy and as outlined in the agreement above.
- I am aware that a returned check fee of \$29 will be added for any unpaid checks.
- I am aware that late payments are subject to fees as outlined in our Tuition Policy.
- Amounts due that are not paid in full by May 31 of an academic year will accrue interest at the rate of 5% per month or portion of a month on the unpaid balance.
- I understand and agree that this signed Tuition Payment Plan Agreement constitutes a promissory note to Northern Discovery Academy. I also understand that Northern Discovery Academy may engage a service for collection or sell my indebtedness to a collection service to collect any unpaid balance in accordance with the practices of a collection service.

Parent Signature: _____ **Date:** _____