



# 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.

<b>Tuition Costs for the 2019-2020 School Year:</b>	<b>Grades 1-6</b>	<b>Junior &amp; Senior High</b>
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

<b>Number of Payments</b>	<b>Initial Downpayment</b>	<b>Flex Payment</b>	<b>Admin Fee or Discount</b>	<b>Payment Dates</b>	<b>Relevant Policies</b>
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.

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|-----------------|---|
| <b>Policy A</b> | 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.   |
| <b>Policy B</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. |
| <b>Policy C</b> | 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.   |



## Tuition Payment Plan Agreement

### Tuition Costs for the 2019-2020 School Year:

	<b>Grades 1-6</b>	<b>Junior &amp; Senior High</b>
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### Payment Plan Worksheet

<b>Circle Payment Plan Selected:</b>	<b>Single Payment</b>	<b>12-Payment</b>	<b>11-Payment</b>
	<b>Custom</b>	<b>10-Payment</b>	<b>9-Payment</b>

<b>Tuition Due:</b>	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:** \_\_\_\_\_