



2023 – 2024 Financial Policies K3 – 11th Grade

TUITION

<u>Grade</u>	<u>Yearly Tuition</u>	<u>12 Payments (June-May)</u>
K3-K4 3Day Classes	\$2680.00	\$223
K3-K4 5Day Classes	\$3100.00	\$258
K5-5 th	\$5585.00	\$466
6 th -8 th	\$6010.00	\$501
9 th -11 th	\$6385.00	\$532

Parents must set up an account with **FACTS Management**. You can go online to sign up at <https://online.factsmgt.com/signin/3SJJR>. Please set up your account with either the **Yearly Agreement** or the **Monthly Agreement**. You are not officially registered until your FACTS account has been set up.

Returning Students FACTS accounts will be auto renewed with the same plan (12 month vs. yearly) as the previous year. If you would like to make a change to that plan, please contact the school office to make those changes at the time of registration. A yearly \$55 fee will be charged for the monthly agreement and a \$25 fee will be charged on the yearly agreement. The fees are paid directly to FACTS and will be billed once your account has been finalized by the office. Due to the amount of time invested and commitments made based on enrollment, the first month's tuition payment is **NON-REFUNDABLE** should the student be withdrawn for any reason. Also, if a student withdraws mid-year, the full month tuition for the month of withdrawal is due regardless of the date of withdrawal.

Tuition may be paid with our yearly agreement with payment in full due by July 5th or with our monthly agreement in twelve equal payments. If you sign up for the yearly agreement and payment is not made by July 5th, your agreement will be changed to a monthly agreement, the discount removed, and the extra FACTS fee will be billed. The twelve payments listed above are approximate and will be calculated by FACTS when your agreement is finalized. The twelve payments will be auto drafted on the 5th of each month with the first payment due on June 5 and the last payment will be due on May 5. If the tuition auto draft is unsuccessful, a \$30.00 NSF fee will be charged from FACTS and a \$25.00 late fee per student will be added to your account from NHA. If tuition and late charges are not paid in full by the 15th day of the month, your child will be dismissed from school. All fees must be paid in full for your child to be able to return. **Subsequent late charges may be applied.** FACTS will attempt to redraft the payment 15 days after the original due date.

_____ I agree to pay all tuition & fees. (Please Initial)

DISCOUNTS

Pay in Full Discount - due by July 5 th (tuition only)	up to 10%
Sibling Discount - 2 nd child / 3 rd child (tuition only)	\$150.00 per Year
NHBC Church Membership Discount (tuition only)	up to 20%

Only one of the above discounts may be chosen. Multiple discounts do not apply. Discount will be off of tuition only. If a student withdraws, all discounts will be adjusted. Restrictions may apply. NHA reserves the right to determine eligibility & to amend, change, or update at any time.

NHBC members who are active in body life through service, giving/tithing for three consecutive months or longer, are eligible for a 20% tuition discount to be determined by the finance committee. Forms are available through the academy office. This tuition discount will be discontinued should the conditions of eligibility change. The only discount that is eligible for our year-round students is the sibling discount.

WITHDRAWAL POLICY

The school's expenses are incurred on an annual basis and therefore if your child is withdrawn or forced to withdraw during the academic year tuition through the end of the current month the student attends, a withdrawal fee of \$250.00 per child (\$170.00 for K3-K4), all remaining fees, and any outstanding balance will be due. Student records will not be released until all financial accounts are settled and payment has cleared the bank. Should the parent withdraw the student for any reason, the parent will officially notify the Admissions Office in writing.

If tuition is paid in full a refund will be issued at a monthly proration for the months remaining in the school year less the current month tuition, withdrawal fee, all other fees, and any outstanding balances. If tuition was paid on a 12-month schedule, the difference of the 12-month payment vs the 10-month plan will be figured and will either be required to be paid in full at the time of withdrawal or a refund will be issued for the remaining balance less the current month tuition, withdrawal fee, all other fees, and any outstanding balances. Nonpayment will be considered delinquent and student records will not be released until all financial accounts are settled and payment has cleared the bank.

_____ **I understand and agree to the withdrawal policy. (Please initial)**

REGISTRATION FEE

K3-K4	\$350 (includes workbooks and yearbook)
Kindergarten	\$350 (includes yearbook and graduation fee)
1 st -5 th	\$350 (includes yearbook)
6 th -8 th	\$350 (includes yearbook)
9 th -11 th	\$350 (includes yearbook)

***If re-enrollment is completed and fee is paid by March 1st
there will be a discount given of \$100 per student. (for current students only)***

The Registration Fee is charged for each student enrolled and is due at the time of registration. Applications cannot be considered until this fee is paid. Due to the amount of time invested and commitments made based on enrollment, the registration fee is **NON-REFUNDABLE** should the student be withdrawn for any reason.

_____ **I agree to pay all registration fees. (Please Initial)**

BOOK FEE

Kindergarten	\$235.00
1 st -5 th	\$410.00
6 th -8 th	\$460.00
9 th -11 th	\$485.00

The Book Fee covers the cost of books that your child will need during the school year. If early registration is completed, the book fee will be divided over 12 months (June-May) and will be paid with tuition through FACTS. If a student registers late, then the book fee will be due at registration. If a student withdraws from NHA, all remaining fee balances will be due before the withdrawal can be completed. This fee is **NON-REFUNDABLE**. This fee is a book use fee and does not entitle the students to take books with them when they leave the school. Middle & High school participates in electives each semester. The fees for these classes will be billed to your account. Student supply lists are separate, and parents are responsible for the fees associated with supply lists. Additional fees will be assessed for lost or damaged books.

_____ I agree to pay all book fees. (Please Initial)

TECHNOLOGY FEE

Kindergarten-8 th	\$100.00
9 th -11 th	\$125.00

The Technology Fee is charged for each student enrolled in K5 – 11th Grade. The technology fee will be divided over 12 months (June-May) and will be paid with tuition through FACTS. If the student registers late the entire fee will be billed with tuition for the remaining months. This fee helps subsidize the increasing dollars being spent on technology. If a student withdraws from NHA, all remaining fee balances will be due before the withdrawal can be completed. This fee is **NON-REFUNDABLE**.

_____ I agree to pay all technology fees. (Please Initial)

SUSTAINING FEE \$250.00

The Sustaining Fee is charged to help pay for facilities and applies to every student enrolled in K3 – 11th grade. The sustaining fee will be divided over 12 months (June-May) and will be paid with tuition through FACTS. If the student registers late the entire fee will be billed with tuition for the remaining months. If a student withdraws from NHA, all remaining fee balances will be due before the withdrawal can be completed. This fee is **NON-REFUNDABLE**.

_____ I agree to pay all sustaining fees. (Please Initial)

SPIRITUAL EMPHASIS WEEK FEE

All 6th – 11th graders will have an additional Spiritual Emphasis Week Fee that will include all charges for their annual spiritual emphasis week. These fees will be billed separately through FACTS. If a student withdraws from NHA, all remaining fee balances will be due before the withdrawal can be completed. This fee is **NON-REFUNDABLE** and will be billed regardless of child's attendance.

_____ I agree to pay all spiritual emphasis week fees. (Please Initial)

NEW STUDENT ENTRANCE EXAM (Kindergarten and up) \$25.00

All new students must take an entrance exam to determine proper placement. The Entrance Exam fee is due at the time of testing. This fee is **NON-REFUNDABLE**. Call the school office to schedule.

_____ I agree to pay all Entrance Exam fees if applicable. (Please Initial)

LUNCH

Lunch costs \$5.00 per day at NHA and is optional. A menu is sent home monthly for you to choose what days your student will purchase lunch and it will be billed monthly on the 20th through FACTS Incidentals. Each menu will have a return deadline, if the menu is not returned on time there will be a higher cost per lunch that is charged and will be noted on the menu.

Adding on for lunch the morning of is meant to be for **EMERGENCIES ONLY** and not an ongoing solution. When it is necessary, it will be charged to your FACTS account the following month at a higher cost per lunch. The lunch that is given to the student for add-ons will be the hot lunch option upon availability only. Once we have run out of extra hot lunch options, then any student still needing an add on will be given the sack lunch option consisting of a ham & cheese sandwich, chips, fruit, vegetable of the day, and milk.

_____ I agree to pay all lunch charges. (Please Initial)

EXTENDED CARE

At the end of the school day, if a student is not enrolled in extended care and is not picked up by the allotted time for their grade, the student will be sent to Extended Care and their account will be charged \$10 per hour for any portion of an hour that they are in EC. After the 3rd occurrence, the student's account will be charged the \$75 EC Registration Fee.

_____ I agree to pay all extended care charges. (Please Initial)

INCIDENTAL CHARGES

Separate invoices will be sent through FACTS for incidental expenses not included in your payment plan balance. The incidental expenses will be for lunches, sports fees, field trips, and other incidentals that come up throughout the year. They will be billed as needed and you will be informed when an incidental is billed. These fees will be due on the 20th of each month, paid through FACTS.

_____ I agree to pay all incidental charges. (Please Initial)

NOTICE OF NONDISCRIMINATORY ADMISSION POLICY

North Henry Academy operates not for profit and provides training in Christian Education. Students are admitted without regard to creed, color, national and ethnic origin, or disability from applicants who meet admission requirements. Applicants are accepted from the general public.

North Henry Academy follows the Henry County School System for weather-related conditions for school closings.

VOLUNTEER HOURS

Families are asked to complete 15 hours of volunteer service to the school throughout the year. Contact the school office for ideas and suggestions on how to fulfill this request.

I have read the above information and understand all areas. I understand that NHA reserves the right to amend, change, or update this information at any point. I have initialed all areas above where noted. I am willing to comply with the policies of North Henry Academy. I agree to pay all tuition and fees on time. I realize the Registration Fee(s), Book Fee(s), Technology Fee(s), Sustaining Fee(s), Spiritual Emphasis Week Fee(s), Entrance Exam Fee(s), Withdrawal Fee(s), 1st Month Tuition and Tuition for month of withdrawal are **NON-REFUNDABLE**.

Signature

Date

From: NHA Administration and Board

Financial policies at NHA are designed to be as clear and equitable as possible. Timely parental payments are crucial to the school paying its obligations on time, which is a reputation we must maintain as a Christian witness in the community. Should you have a question or encounter a difficulty, please call (770-389-1591). Thank you!
