



Tuition and Fee Policy Agreement / Payment Guidelines 2018 – 2019

1. This written agreement is made between _____ ' Parents/guardians,
Student's Name
Mr/Mrs: _____ and **New Life Christian Academy** regarding
tuition and fees for the 2018 – 2019 school year.
2. Tuition and annual fees for **Local and International Students** are due in full at the beginning of the school year. Three (3) payment options are made available. Parents may choose any one of the three payment options that suits their financial situation. Parents/guardians are personally responsible for the timely payment of all fees.

Payment Options:

- A. One installment - Due on August 1st
- B. Three Installments - Due on August 1st, December 1st, and March 1st.
- C. Monthly installments - Due on August 1st, and the 1st day of the following months.

In all cases of withdrawals whether voluntary or due to non-academic performance and/or disciplinary actions before the scheduled end of the school year , parents/guardians agree to be liable for payment of the tuition in its entirety.

3. Tuition and fees are scheduled based on anticipated enrollment. The school reserves the right to review the tuition and fees schedule as needed if anticipated enrollment is not achieved.
4. English as a second language (ESL) / Enrichment fees will be determined based on placements of student into the particular categories as per the approved fee schedule and will be billed accordingly.
5. **After school activities will be billed mid-month by the 15th and due at the end of each month by the 30th for those enrolled in the program.**

6. Late pick-up fees will be billed on the 1st day each month, and will be added to student's account.
7. Once registered, a student is assured of having a seat until September 10th, 2018 and no later. Classes begin on Monday September 3rd, 2018. Any registered student who reports late will still be responsible for the full tuition for the year.
8. Cases of outstanding tuition and fees may result in students not being permitted to take semester exams, receive report cards or attend school.
9. All tuition and fees must be paid in full in order for official school documents, student transcripts or student records to be transferred to any other school or to be released to parents. The school will make all reasonable efforts to collect such monies.
10. In the event that a family withdraws without settling their accounts with the school, then, **New Life Christian Academy** reserves the right to seek legal recourse to recover all amounts due through debt collection agencies. If any payment remains due at the end of a tuition period or upon withdrawal from the school. No transcripts, transfers, or other records will be released until full payment; including late payment administrative charges are received.
11. The school does not entertain "diplomatic cause" consideration for tuition and fees if the student cannot complete the academic year.
12. In case the school is required to close prematurely due to reasons beyond its control, the school will not refund tuition paid in full. A credit will be applied if the student returns the following year **only**; otherwise, the school reserves the right to retain 100% of tuition and fees invoiced and/or paid as of the date of such event.

Methods for Payment

All fee payment must be made in US dollars (us\$) and/or Haitian Gourdes (htg) (at the official government selling rate on that particular day), by checks or by deposit to the school's account by prior arrangement, in which case proof of deposit must be presented to the business desk before an official receipt is issued.

Check Payment:

Checks should be made payable to **New Life Christian Academy**. Non-Endorsed or post-dated checks are not acceptable.

Cash Payment:

- **It is preferred that cash payments be deposited at the bank; However, parents may make cash payment at the school as well.**
- All cash payment made at the bank must be deposited directly into the **New Life Christian Academy's** account. Bank information such as account number will be

provided to parents at the business Office. Email or bring your cash deposit slip to the business desk. Remember to note the student's name and account number to enable appropriate credit to the student's account.

Credit Card Payment:

The school does not yet accept payment via credit cards: Visa and MasterCard. Parents will be notified as soon as that option is made available.

PayPal payment:

PayPal payment is also accepted. A 3% fee is added for processing by paypal.

Wire Transfer :

Wire transfer information will be made available by the business desk.

- Please make sure the student's name and number are referenced on your remittance to enable appropriate credit to the student's account.
- The full amount must be received by **New Life Christian Academy**.
- Please email or bring your bank payment confirmation to the attention of the business office manager.
- All bank charges are paid by remitter **Not** New Life Christian Academy.
- An official receipt will be issued only after deposit of funds has been confirmed into **New Life Christian Academy's** account.

Bank Charges:

A \$30 penalty will be billed, in addition to all bank charges, in the event a check is returned. After a 2nd returned check, future payments will only be accepted as cash or wire transfer.

Late Fees:

A 5% surcharge will be billed on the balance due for all payments made after the 10th of each month. In the event that a parent becomes 3 months in arrears. The family must either enter into a financial payment arrangement with **NLCA** or withdraw their child from the school.

No student will be allowed to attend NLCA until all outstanding balance due from the previous year is paid in full.

Damages:

Any damage caused by students will be charged along with the tuition fee.

Students will not be allowed to attend classes if tuition fees are not paid.

The school reserves the right to revise the fees at any time at its sole discretion.

I agree to the following payment plan selected, and I acknowledge that regardless of the plan selected, all tuition and fees are due in full by August 1st. I understand that should my child/children be withdrawn at any time during the academic year, I am responsible to pay for the entire school year.

- A. _____ One installment - Due on August 1st
- B. _____ Three installments - Due on August 1st, December 1st and March 1st
- C. _____ Monthly installments - Due on August 1st, and each 1st day of the followings.

Student Name _____ **Grade Entering** _____

I agree to abide by all the above and I am registering my child/children for the 2018-2019 school year.

Print: Name of Parent/guardian

Signature

Date