

K - 12 BUSINESS POLICIES

Northwood Academy serves over 700 children and their families. We have, since 1978, developed principles, policies, and practices of business which, when administered consistently, permit our fees to remain among the lowest in the private school community, yet permit our service to advance its reputation among the very best in the private school community.

Northwood Academy partners with FACTS Tuition Management Company for tuition and incidental fee payment processing. FACTS offers the highest level of data security and accuracy: FACTS is SSAE 16 audited annually, PCI DSS Level 1 validated and compliant, and Red Flags ready.

The School Board has approved the following business policies for Northwood Academy's Lower and Upper School:

ENROLLMENT FEE. This **non-refundable** fee is paid to complete the enrollment process.

TUITION. A variety of tuition payment plans (in-full, 10- or 12-month) are offered through FACTS.

TUITION PLUS. Lower School students may choose a convenient, weekly or monthly payment plan option which combines school day (7:30AM – 3:00PM) tuition and unlimited extended care (6:30AM – 6:00PM) during the school year. FACTS auto-pay is required for weekly Tuition Plus payments.

INCIDENTAL FEES. Incidental fees are for things such as field trips, athletic team participation, after-school child care, food service, Chromebook Protection Plan, camp days, clubs (e.g., Xalt, art) and etc. Incidental fees are added to the student account throughout the month. Prior month's incidental fees are paid monthly through FACTS; they are due on the 15th.

LATE FEES, ETC. Tuition and incidental fees enrolled in FACTS auto-pay (ACH or bank card) are not subject to late fees. Declined FACTS auto-payments and past due balances are subject to a 10% late fee assessment. Students with a past due balance will not be admitted to class. A student will be dismissed from Northwood Academy after 10 days of financial suspension. Payments will be applied to past due charges first. Student accounts are to be paid current prior to admission after the semester / Christmas break and before participation in year-end events (e.g., graduation).

An **AFTER-HOURS FEE** for after school child care will be charged for service provided beyond the scheduled hours of operation at a rate of \$1 per minute.

SPECIAL PAYMENT ARRANGEMENTS. Circumstances arise which occasionally require an adjustment from the normal payment policies. It is not within the authority of the Business Office staff to make arbitrary adjustments to the approved payment schedule. A brief description of these circumstances is to be e-mailed to accounts@northwoodacademy.com. Staff will forward the request, along with payment history and a proposed solution, to the School Board for consideration.

FINANCIAL ASSISTANCE. Limited financial assistance is available to families of enrolled students who meet income guidelines established annually by the School Board. Eligibility is limited to *new* K - 11 students or *returning* K - 12 students who are in good standing academically (eligible for promotion), behaviorally (no disciplinary suspensions), and financially.

FAMILY DISCOUNT. For families with **3 or more** enrolled (Nursery–12th grade) children, a 25% **K-12 tuition discount** is available to the 3rd (and any additional) enrolled K-12 student. The discount will be applied beginning with the lowest K-12 grade level.

NA-215C (Rev 01-17)



Business Office & Payment Information

Hours: 7:30 - 4:00 Monday through Friday

E-mail: accounts@northwoodacademy.com

Phone: 843 764 2278

Payments: *FACTS accepts bankcard or ACH payments on-line or by phone 1 866 441 4637. FACTS accepts check payments by mail: FACTS Management Company P.O. Box 2597, Omaha, NE 68103-2597. Cash payments may be made in the Business Office.*

Northwood Academy

2017 – 2018 Tuition and Fees



www.northwoodacademy.com

2017 - 2018 Tuition and Fees

Pre-school Fees

Enrollment	\$150
Nursery (Infant – Early Ed 3)	\$197/ <i>wk</i>
Pre-school (Li'l K & Pre-K)	
• Full-time (Weekly) Tuition	\$182/ <i>wk</i>
-or-	
• School-Term (Monthly) Tuition – 10 payments (Aug-May)	\$560/ <i>mo</i>

PRE-SCHOOL BUSINESS POLICIES

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FULL-TIME (WEEKLY) TUITION is paid each Friday for the following week via FACTS auto-pay. The weekly, full-time tuition option provides extended-day (6:30AM - 6:00PM), year-round education and child care services.

SCHOOL-TERM (MONTHLY) TUITION is paid in ten equal, monthly installments, August–May. It is paid by the 5th of each month. The school-term option follows school calendar days and hours (7:30AM – 3:00PM), and observes holiday breaks, and half-days.

Two weeks of **VACATION CREDIT** are available each pre-school year (*June - May*) to children enrolled full-time (weekly rate). Vacation credit is for absences of 5 consecutive service days and may be used for illness. A vacation credit is applied after the 5 days' absence.

Discounts for holidays/daily absences are not offered. The Pre-school is closed during Christmas week; there is no charge for that week.

LATE FEES, ETC. Tuition and incidental fees enrolled in FACTS auto-pay (ACH or bank card) are not subject to late fees.

- Declined FACTS auto-payments and past due balances are subject to a 10% late fee assessment.
- Service may be suspended for students with a past due balance.
- Payments will be applied to past due charges first.

An **AFTER-HOURS FEE** will be charged for service provided beyond the scheduled hours of operation at a rate of \$1 per minute.

Lower School Fees

Enrollment / Testing	\$250
Tuition – Kindergarten - 5th Grade	\$6,180
<i>Payment Plan Options:</i>	
• 10 Monthly Payments (August - May)	\$618/ <i>mo</i>
• 12 Monthly Payments (June - May)	\$515/ <i>mo</i>

Tuition Plus

Tuition Plus offers Lower School students a convenient, weekly or monthly payment plan option which combines school tuition, unlimited extended care, and camp days (6:30AM – 6:00PM) during the school year.

<i>Payment Plan Options:</i>	
• 40 Weekly Payments	\$205/ <i>wk</i>
<i>Tuition Plus weekly payments begin on August 18 and end on May 18.</i>	
• 10 Monthly Payments (August - May)	\$820/ <i>mo</i>

Lower School “As Needed” Extended Care Fees

a la carte option for school days if Tuition Plus option isn't chosen

– AM care 6:30AM – 7:00AM	\$5/ <i>daily</i>
– after school	
- until 4:15PM	\$7/ <i>daily</i>
- until 6:00PM (& early dismissal days)	\$15/ <i>daily</i>

Available before school from 6:30AM & after school until 6PM.

Camp Days	– Daily	\$45
	– Weekly Max	\$150

Available during school breaks (Christmas, Easter, summer, non-school days) from 6:30AM until 6PM and includes field trips and other activities of camp.

Upper School Fees

Enrollment / Testing	\$250
Tuition – Middle School (6 th - 8 th Grade)	\$7,140
<i>Payment Plan Options:</i>	
• 10 Monthly Payments (August - May)	\$714/ <i>mo</i>
• 12 Monthly Payments (June - May)	\$595/ <i>mo</i>

High School (9 th - 12 th)	\$7,800
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Payment Plan Options:

- 10 Monthly Payments (August - May) \$780/*mo*
- 12 Monthly Payments (June - May) \$650/*mo*

Upper School After-care	\$60/<i>mo</i>
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*Available until 6:00PM after **regular** school days.*

Chromebook Protection Plan	\$50
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Billed in September to 8th-12th graders issued a Chromebook

There is a fee for each extra-curricular and/or other school activities including the following:

- athletic team participation
- fine arts activities
- clubs
- lunch
- field trips
- spirit wear