

# Finances

The school office handles tuition and fee payments. For your convenience, a payment box is located at the main school entrance. Payments can be mailed to: NHCA P.O. Box 296, Harrisburg, IL 62946. We also provide automated tuition and fee payments through Tuition Express (<https://www.myprocare.com>) at no additional cost. Tuition Express is a PCI Level I Service Provider. In summary we offer the following payment options: Cash, Check, Credit Card through Point of Sale Terminals, Online Payments, Automated Credit Card Transactions, and Automated ACH Transactions. Please complete the following form for automated processing - <https://tinyurl.com/tmoukcd>. Any questions regarding school accounts should be forwarded to the school office by calling (618) 205-6707 or emailing [hello@nhcalions.org](mailto:hello@nhcalions.org).

## Tuition

NHCA has three payment options for tuition (Plan A, B, and C). Parents selecting Plan A will pay tuition amounts before or by the first of August. Parents selecting Plan B will pay tuition amounts in four installments (before or by the first of August, November, February, and May).

Parents selecting Plan C will pay tuition amounts before or by the first of each month from August through June. The Plan C payment cycle runs for 11 months from August through June. Plan B and C requires parents to participate in our Auto Pay System through Tuition Express. Tuition is as follows:

ONE STUDENT TUITION SCHEDULE		
Grade	Per Month	11 Months
Pre-K (part time - 2 days per week)	\$175	\$1,925
Pre-K (full time - 3+ days per week)	\$300	\$3,300
Kindergarten - 12th Grade	\$320	\$3,520

MULTI-STUDENT TUITION SCHEDULE		
Number of Students	Per Month	11 Months
Two Students	\$495	\$5,445
Three Students	\$665	\$7,315
Four Students	\$775	\$8,525

Families may opt to pay tuition over fewer months than 11, but the full tuition must be paid in full by the first of June. All families will be invoiced for their first tuition payment in late July. Your first monthly payment due August 1st signals your financial commitment for the entirety of the following school year. We hire teachers, set salaries, and buy curriculum based on your financial commitments.

## Auto Pay System

Parents are strongly encouraged to use our Auto Pay System (i.e., Tuition Express) for all payments (tuition, meals, after school child care, etc). There will be no need to make your payment after each invoice because we will automatically handle this for you. We will automatically charge your credit card/checking account on the first of the month for amount(s) due. All withdrawals will be posted on the 1st of the month. After each payment, you will be able to review your updated statement online at [myprocare.com](http://myprocare.com). Parents selecting Tuition Payment Plan B or C are required to complete a Tuition Express credit card/e-check authorization form.

## Reservation Deposit

The annual reservation deposit for Pre-K is \$150 per student. The annual reservation deposit for K-12th grade is \$200 per student. The deposit covers the cost of books and software that are used for teaching in the classroom. Parents must pay the deposit per child at their tuition conference in March - April to hold their child's seat for the upcoming school year. NHCA reserves the right to hold records, transcripts, and report cards until all outstanding balances are paid in full. The Reservation Deposit is not refundable. The Reservation Deposit may be transferable at the discretion of the Academy.

## Incidentals, Service Charges and Refunds

There is a \$30 late fee for unpaid balances after the 15th of the month. This late fee applies to all past due balances on a monthly basis.

A \$40 fee will be charged on all returned checks. Returned checks must be replaced with cash within five working days upon receipt of the returned check. If a textbook, reference book, and/or library book is lost or damaged, the amount of the item replacement cost plus shipping will be applied to the student's account.

Parents agree to pay the Academy for incidental fees, such as interest, After School Child Care charges, overdue Library Fees, unreturned text books, field trips up to \$25, etc. charged to

Parent's account within fifteen (15) days of receipt of each statement. Field trips over \$25 will be paid by Parent in accordance with the terms of the specific trip.

Prepaid tuition, fees (like enrollment fees, book fees, athletic and activity fees), deposits (like yearbook purchases, field trip payments), and fundraising proceeds are non-refundable.

## Past-Due Invoices

Parents should make every effort to pay tuition on time - the first of the month. You will receive notices when your account shows a past-due balance. Courtesy statements showing outstanding balances due on your account will be sent every two months. No school records will be released to families with a past-due balance. If the past due amounts are 60 days in arrears parents will be requested to pay the balance in full by the 15th of the following month.

In the instance that tuition payments are not made in accordance with school policy, NHCA reserves the right to have the entire balance on the Parents' Contract be due and the student be removed from class until payment is made. If a family is having a problem or expects a problem making tuition payments, the family should proactively contact the school's administration in writing to communicate their circumstances.

## Re-enrollment for Current Students

Parents are required to attend a tuition conference in March - April to re-enroll, pay the reservation deposit per child, and sign their parent contract to hold their child's seat for the upcoming school year. Failure to take these required steps will put a parent at risk of losing their child's seat in the upcoming class. NHCA is not bound to reserve enrollment availability for any parent seeking re-enrollment after May 20th.

## Student Withdrawal

If it becomes necessary to withdraw a student, parents must notify NHCA in writing by completing a [Withdrawal Request Form](#). If a student is withdrawn or expelled from NHCA during the contracted period, a penalty fee of 30% of the total NHCA tuition will be assessed in addition to prior payments due through the student's last month of attendance.

Parents must also complete the appropriate forms indicating that all books and school property have been returned in good condition and that all financial obligations have been met. No records will be released to parents, or to any other school, until this process is complete. Student records can be released to new schools only with parental permission (i.e., a signed release form). A Withdrawal Request Form may be downloaded here: <https://tinyurl.com/rj5njls>

If a withdrawal is due to a parent's job transfer and the family moves away from the Southern Illinois area necessitating the student's removal from NHCA during the school year, the parent/guardian can give written notice 15 days prior to the student's removal from NHCA and the remaining balance of the contract will not be enforced. The remainder of the current month's tuition will still be retained by NHCA.