

FINANCIAL POLICY

20.1

We feel it is important to maintain a good testimony in our community. Therefore, it is the school's policy to do all things decently and in order by paying our bills and salaries on time. To do this, we need your cooperation. "Owe no man any thing, but to love one another; for he that loveth another hath fulfilled the law" (Romans 13:8).

PAYMENTS or DONATIONS TO NBS

Payments or donations to NBS may be cash, check, money order, or electronic payments (debit or credit cards).

Electronic payments: A payment link on the school's website www.nbs.school redirects to a secured server run by PayTrace. Transactions incur a 2.75% fee. Please provide disbursement information with transactions. Contact the Business Manager with any questions (PCI Compliant)

APPLICATION FEE

1. The **non-refundable** application fee of **\$50** is paid when a new 1st – 12th grade student applies to NBS.
2. Student applications will be processed on a first come, first serve basis.
3. Student applications will be reviewed following the application procedure listed under STUDENT ENROLLMENT – NEW STUDENT Admission on page 1 of the yellow General Policies section.

REGISTRATION and BOOK FEES

1. The registration is paid after a student has been accepted. This payment reserves the student's place in their classroom and is **non-refundable**. Exceptions are considered by the administration if the family is transferred out of the immediate area.
2. Registration is **\$300** per student. (Early registration is \$250 if paid by May 10th.)
3. When the 10th of the month falls on a day the school is closed, the due date will be the next day the office is open.
4. Book fees are:

K3	K4	K5	1st – 6th	7th – 12th
\$270	\$300	\$370	\$400	\$420

If Book Fees are paid by June 10, there is a \$50 reduction in the fee.

5. For preschool the Book Fee includes snacks, crayons, glue sticks, scissors, art supplies, folders, supply boxes, play dough, pencils, grippers, art/science supplies, and playground fee.

6. For 1st – 6th the Book Fee includes classroom needs, class rewards and playground fee.
7. For 7th – 12th the Book Fee includes classroom needs and rewards.
8. Preschoolers are required to purchase an NBS **regulation Nap mat for \$30**. They may use this mat for all preschool years. Mats not purchased from NBS will be sent home and an NBS regulation mat will be issued. This will appear on your next statement.
9. Each family is responsible for purchasing their own student's personal school supplies and supplies contributed to the overall school program which are listed on a school supply list issued each summer. These supplies are brought to the school at orientation or before school begins.

TUITION FEES

1. Tuition is due on the first of each month July through May. For those paying on a monthly basis, tuition payments are due on the 1st of the month and no later than the 10th during the months of July through May. **A late fee of \$50.00 per student will be charged after the 10th. There is an additional \$10 per day per student late fee added after the 11th for 8 days.** An account will be considered "overdue" when a payment is not made by the 10th of the month.

Full day **K3 and K4** student tuition is **\$365 per month**. **Half-day K3 and K4** is **\$330 per month**.

Full day **K5 through 12th** grade tuition is **\$387 per month**. **Half-day K5** tuition is **\$348 per month**.

2. Anyone who pays the full-year tuition by July 31st of current year will be given a 5% discount off the total annual tuition.
3. When the 10th of the month falls on a day the office is closed, the due date will be the next day the office is open.
4. Overdue accounts may result in the dismissal of students from school unless satisfactory arrangements have been made.
5. When a student attends any part of one month, the entire month's tuition is due.
6. Summer school tuition is \$250 for a one credit course and \$125 for a half credit course.
7. Upper school students are enrolled in 7 classes per year. If a student wishes to enroll in additional classes, the fee for a one credit class is \$250 and for a half credit class is \$125.
8. Any Senior student who wishes to complete their coursework mid-semester will be charged one month's tuition for the semester they are not taking any courses. In addition, they will pay the graduation fee of \$150.
9. There are some discounts allowed for the students of ministerial staff. Please provide to the Business Manager a letter with the employee's position with the Church and relationship to the student: The following ministerial discounts on tuition may be given:
 - Children of currently working pastors of Southern Baptist Churches or Southern Baptist Missionaries on furlough or Southern Baptist Evangelists: 15% off tuition for each child.
 - Children of Southern Baptist Church ordained staff or grandchildren of all currently working Southern Baptist pastors: 10% off each child.
 - Children of currently working non-Southern Baptist pastors: 5% off tuition for each child.

Activity Fees

An activity fee will be assessed for only those students enrolled in these electives or athletic teams. Classes with supplies have an elective fee of **\$40** per class – Band, Choir, Construction, Home Ec, Art. Some athletic team uniforms are provided. 5th Grade Band fee is \$10 which covers their recorder. 5th Graders who join the band after the 1st 9 weeks will pay the \$40 Band fee. Some athletic teams require an additional uniform fee. **The PE uniform must be purchased from NBS for \$25.** Sports team fees must be paid before the first game. Classroom elective fees must be paid by the end of the 1st week of classes.

Football	Volleyball	Cheerleading	Basketball	Soccer	Softball
\$150	\$50	\$100	\$50/\$30(elem)	\$50	\$50

Graduation Fees

Due March 1 is the graduation fee: Kindergarten is \$50, Seniors is \$150.

General Financial Policy

1. It is necessary to pay a \$1.00 replacement fee for a lost report card, manila report card envelope, white awards envelope, or lost progress report folder.
2. A \$25 fee will be charged for insufficient checks to NBS. After a family has had an insufficient check returned to the school, the family will be required to pay in cash, electronically, or by money order for any amount due to the school for the remainder of that school year.
3. A receipt for payment will be issued for cash. Any amount of cash \$50 or more paid to the school must be paid directly to the Business Manager or the Principal.
4. All cash payments must be in exact amounts. No change will be given, but credit will be issued toward their account.
5. When a class is designated 'full', additional students may be put on a waiting list for \$150 per student. If an opening becomes available, they may complete the remainder of the registration and book fees to enroll. If they paid the \$150 during the Early Registration, they will receive the Early Registration discount. If no openings become available as early as July 15, it may be refunded. If they choose to remain on the waiting list for a longer period, the \$150 will be retained as security for the first available opening and if no openings emerge by the first day of school, it will be refunded. If an opening occurs but they choose not to register, the amount will not be refunded. The \$150 fee will be credited toward their registration.
6. Each quarter (nine weeks), all accounts will be reviewed so that any student whose account is not current will not receive report cards. Progress Reports may also be held for non-payment. Additionally, students with outstanding balances may not be allowed to participate in programs or receive awards. Parents are responsible to check their balances owed including those for After School Care and Lunchroom charges.
7. All accounts are current when balances are paid for ***Before and After School Care***, Private tutors, tuition, tardy fines, team fees, lost or damaged library books, lunchroom charges, school pictures, and the like.

8. Report cards and records will be withheld at the time of transfer to another school until all accounts are current. Records will not be released until the final payment has cleared the bank.
9. Each month a statement is emailed with balances for the total of all charges. If the charges for TLC, BSC, ASC, tardy fines, lost or damaged library book, lunchroom charges, school pictures, and other fees are not paid by the 10th of the month following the statement, there will be an additional 10% late fee of those charges added to the bill. The charges for these items plus monthly late fees will remain on the statement until paid in full.

After School Care is available from 3:15 until 5:45 p.m. The cost for K3 and K4 students is \$3 per hour per child and for K5 – 7th grade is \$6 per hour per child. Fees will be calculated in fifteen minute increments. Students that are picked up **after** 5:45 p.m. will be charged a late fee of \$12 in addition to the hourly rate of \$6 per hour. Charges for use of the ASC services will be billed monthly. Any balances not paid by the 10th of the month will be charged 10% interest fee on the unpaid balance.

Before School Care is available from 6:30 to 7:30. Families of students in K3 – 7th grades are charged for each student \$6 per day. Charges for the use of the BSC services will be billed monthly. Any balances not paid by the 10th of the month will be charged 10% interest fee on the unpaid balance.

Lunchroom expenses: Food is sold on a daily cash basis. No charge accounts. Parents may pay ahead by depositing money to the student's lunchroom account and the money will be debited by the student as purchases are made. However, no balances due will be allowed with the exception of a one-day emergency charge.

The Learning Center (TLC) for Elementary:

1. If parents of current students wish to have their student tested for The Learning Center, they may request this service. Charges of \$20 per subject will apply. ACE test options are: math and language.
2. New students may be tested with the admission process if needed.
3. Fees are incurred for students who utilize the lab: 1 subject - \$10/wk, 2 subjects - \$15/wk, more than 2 subjects - \$20/wk. Fees will apply to additional curriculum purchases if necessary. The charge per page is \$6. Charges are due in conjunction with TLC tuition. Charges are billed monthly. Balances outstanding after the 10th of the month will be charged a 10% late fee.