

*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](http://www.nbs.school) redirects to a secured server run by PayTrace. Transactions incur a 3% fee. Please provide disbursement information with transactions. Contact the Business Manager with any questions. (PCI Compliant)

Any money that is sent to the school should always be put in a sealed envelope and labeled with the student's name, grade, and the purpose of the money. Please do not send loose money in the backpack. Money for separate purposes should be attached to the front of the speckled book/folder and placed in separate, labeled envelopes. Lunch, snack, tuition, After/Before School Care, and field trip money are all separate accounts.

## **HOW TO MAKE A PAYMENT**

There are several ways to make a payment:

- 1) Bring a check or money order to the financial office. A receipt will be given.
- 2) Drop a payment in the drop box located outside of the Financial Business Manager's office. The Business Manager will email a receipt to the student family.
- 3) Submit a payment online through the payment portal on the NBS website.
- 4) Schedule a debit through your bank for an NBS payment.
- 5) Checks/cash sent through the speckled book must be sent in a sealed envelope and labeled with the student's name, grade, and tuition amount. It is the responsibility of the student's family to check to make sure the payment is received the day it is submitted in a speckled book.

## **APPLICATION FEE**

The **non-refundable** application fee of **\$50** is paid when a new 1<sup>st</sup> – 12<sup>th</sup> grade student applies to NBS.

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**. Administration must approve any exceptions.
2. Registration is **\$300** per student. (Early registration is \$250 if paid by May 10<sup>th</sup>.)
3. Book fees are:

K3	K4	K5	1 <sup>st</sup> – 6 <sup>th</sup>	7 <sup>th</sup> – 12 <sup>th</sup>
\$320	\$350	\$420	\$450	\$470

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

4. For K3, K4, and K5 the Book Fee includes curriculum, snacks, crayons, glue sticks, scissors, art supplies, folders, supply boxes, Play-Doh, pencils, grippers, art/science supplies, and playground fee.
5. For 1st – 6th the Book Fee includes curriculum, classroom needs, class rewards, and playground fee.
6. For 7<sup>th</sup> – 12<sup>th</sup> the Book Fee includes curriculum, classroom needs, and rewards.
7. K3, K4, and K5 are required to purchase an NBS **regulation Nap mat for \$40**. They may use this mat for all three years. Mats not purchased from NBS will be sent home and an NBS regulation mat will be issued. The cost for the regulation nap mat will appear on the student's next statement.

## **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 1<sup>st</sup> of the month and no later than the 10<sup>th</sup> during the months of July through May. **A late fee of \$50.00 per student will be charged after the 10<sup>th</sup>. There is an additional \$10 per day per student late fee added after the 11<sup>th</sup> for 8 days.** An account will be considered "overdue" when a payment is not made by the 10<sup>th</sup> of the month.

Full day **K3 through 12<sup>th</sup>** grade tuition is **\$475 per month**.

2. Anyone who pays the full-year tuition by July 31<sup>st</sup> of current year will be given a 5% discount off the total annual tuition. This discount cannot be combined with other discounts.
3. When the 10<sup>th</sup> of the month falls on a day the office is closed, the deadline to make a payment will be the next day the office is open.
4. Overdue accounts may result in the dismissal of students from school unless satisfactory arrangements are 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. (This fee does not apply to Dual-enrollment courses.) There is a fee for any Advanced Placement classes. (AP)
8. Any Senior student who wishes to complete their required graduation 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. Discounts are available for the students of ministerial paid staff. In order to receive approval for ministerial discounts, a letter with the employee's position with the Church and relationship to the student needs to be provide to the Business Manager:

The following ministerial discounts on tuition may be given:

- Children of currently working pastors of Southern Baptist Churches 15% off tuition for each child
- Southern Baptist Missionaries on furlough or Southern Baptist Evangelists: 15% off tuition for each child.
- Children of Southern Baptist Church ordained staff: 10% off each child.
- 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 those students enrolled in sports teams or these electives: Band, Choir, Art, Home Economics. The elective fee for those classes will be **\$60** per class. Classroom elective fees must be paid by the end of the 1<sup>st</sup> week of classes.

5<sup>th</sup> Grade Band fee is \$10 which covers their recorder. 5<sup>th</sup> Graders who join the band after the 5<sup>th</sup> full week will pay the balance of the \$60 Band fee which would be \$50.

Some athletic team uniforms are provided. Some athletic teams require an additional uniform fee. The activity fee for sports teams must be paid before the first game. **The PE uniform must be purchased from NBS for \$25.**

Football	Volleyball	Cheerleading	Basketball	Soccer	Softball/Baseball
\$175	\$75	\$150	\$75/\$50(elem)	\$75	\$75

## **Graduation Fees**

Graduation fees are due March 1: Kindergarten is \$50, Seniors is \$150.

## **General Financial Policy**

1. 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.
2. 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.
3. All cash payments must be in exact amounts. No change will be given, but credit will be issued toward their account.
4. 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.

5. Each quarter (nine weeks), all accounts will be reviewed so that any student whose account is not current may 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.
6. All accounts are current when balances are paid for Before and After School Care, Private tutors, book fees, TLC charges, tuition, tardy fines, team fees, lost or damaged library books, lunchroom charges, school pictures, and the like.
7. 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.
8. If the charges for TLC, BSC, ASC, tardy fines, lost or damaged library book, school pictures, and other fees are not paid by the 10<sup>th</sup> 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.
9. Parents are notified about lunchroom balances by the lunchroom.

**After School Care** is available from 3:15 until 5:45 p.m. at the rate of \$6 per hour per child for K3 – 10<sup>th</sup> grade students. 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. Charges for ASC will be billed monthly. **Any balances not paid by the 10<sup>th</sup> 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 – 10<sup>th</sup> grades are charged for each student \$6 per day. Charges for BSC will be billed monthly. Any balances not paid by the 10<sup>th</sup> of the month will be charged 10% interest fee on the unpaid balance.

**Lunchroom expenses:** A lunch form is emailed every other week. The lunch form and the payment must be turned into the office before the day that the lunch form begins. Snack 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. Parents may be called to pay their lunchroom account balance or deliver a lunch.

**The Learning Center (TLC) for any student:**

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, word building, and language. Available for TLC students is the 'Readmaster' self-paced program that improves reading speed and comprehension.
2. New students may be tested with the admission process if needed.
3. Fees are incurred for students who utilize the lab for math, language or word building: 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 pace is \$6. Charges are due in conjunction with TLC tuition. Charges are billed monthly. Balances outstanding after the 10<sup>th</sup> of the month will be charged a 10% late fee.
4. 'Readmaster' is a self-paced program that improves reading speed and comprehension. If a 'Readmaster' computer is available, non-TLC students who need to improve in reading may be scheduled to utilize that program daily at no additional cost.