

FINANCIAL POLICY

2018-19

We feel it is important to maintain a good testimony in our community. It is the school's policy, therefore, 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 TO NBS

Payments to NBS may be cash, check, or money order. Online payments and debit cards may be used as soon as payment procedures are complete.

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. (Page 8)

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 June 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
\$220	\$250	\$320	\$350	\$370

If Book Fees are paid by July 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, art supplies, 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 \$25**. They may use this mat for all preschool years. Mats not purchased from NBS will be sent home.
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 before school begins or at orientation. The PTO also offers a fundraiser option to purchase supplies during the summer.

TUITION FEES

1. Tuition is due on the first of each month August through May. Full day student tuition is **\$395 per month**. Half-day preschooler tuition is **\$345 per month**.
2. 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 August 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.**
3. Anyone who pays the full-year tuition by August 10th will be given a 5% discount off the total annual tuition.
4. 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.
5. Overdue accounts may result in the dismissal of students from school unless satisfactory arrangements have been made.
6. When a student attends any part of one month, the entire month's tuition is due.
7. Summer school tuition is \$250 for a one credit course and \$125 for a half credit course.
8. 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.
9. 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.
10. An account will be considered "overdue" when a payment is not made by the 10th of the month.
11. 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.
12. 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, and school pictures.
13. 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.
14. 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:
 - For currently working pastors of Southern Baptist Churches or Southern Baptist Missionaries on furlough or Southern Baptist Evangelists: 15% off tuition of each child.
 - For Southern Baptist Church ordained staff or grandchildren of all currently working Southern Baptist pastors: 10% off each child.
 - For all currently working non-Southern Baptist pastors: 5% off 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. Some athletic teams require an additional uniform fee. **The PE uniform must be purchased from NBS for \$20.**

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

Graduation Fees

The graduation fee for Kindergarten is \$50 and for Seniors is \$150.

General Financial Policy

1. It is necessary to pay a \$1.00 replacement fee for a lost report card, manila 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 or 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.

After School Care is available from 3:15 until 5:45 p.m. at a cost of \$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 \$6 per hour. Families who owe an outstanding balance of \$20 or more may be refused service.

Before School Care is available from 6:30 to 7:30. Families are charged \$6 per day. BSC and ASC billing statements are sent out monthly with the tuition statement. Charges are due in conjunction with tuition. Families who owe an outstanding balance of \$20 or more may be refused service.

Lunchroom expenses: Food is sold on a daily cash basis. No charge accounts. Parents may pay ahead by depositing with the lunchroom accounts money to be debited by their student. However, no balances due will be allowed.

The Learning Center (TLC) for Elementary:

1. If parents of existing 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, language, and word building.
2. New students are tested with the admission process. If test scores indicate a need to utilize TLC, the principal will inform parents of this need at admission.
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 tuition.