



January 25, 2012

Dear NCA Parents and Families,

Thank you for choosing NCA for another year! **Our commitment to your family is to continue to provide your child with an exceptional educational experience** – one that includes intellectual, spiritual, physical and social development. We have exciting long-range, strategic plans for NCA, and we look forward to you being a part of our nurturing community through 8th grade graduation and beyond.

To register your child(ren) for next year, please send the following items to the campus of your youngest child at NCA on or before Feb. 15, 2012:

- One **completed registration form** for each child (*new siblings have a unique registration form*)
- One **signed enrollment agreement** and **tuition agreement** per family
- One **Parish Verification Form** per family
- One **SMART Tuition Enrollment Form** per family
- A **\$200 non-refundable registration fee** per family due on or before **Feb. 15, 2012** (*fee is \$250 after Feb. 15, 2012*)

Important things to note:

- Existing families have a two-week early registration window: Registering after Feb. 15th can result in your child being put on a waiting list
- To verify your registration, the office will send you a confirmation of your registration as well as a copy of your signed enrollment agreement
- Registration forms without the fee or with missing information will be returned
- Registrations will not be accepted if tuition and fees for 2011 are not current
- NCA offers teachers contracts for the next year based on enrollment; therefore, we need your consideration in registering before Feb. 15, 2012
- The registration fee after Feb. 15th increases to \$250 – there will be no exceptions
- If your family will be moving before next year, please notify us as soon as possible to help us with our planning

The School Board and Finance Committee work hard to keep tuition costs manageable for all families. NCA believes that all children should have the right to a quality education at NCA and that money should not be the reason a family doesn't register. We offer **Guardian Angel Scholarships** to families in need. These scholarships are available to everyone. Please contact NCA for an application. The Guardian Angel Scholarship application deadline is May 1st, 2012.

We're excited to welcome your family back to the NCA community for another year! Please don't hesitate to contact us with any questions.

Sincerely,

Debra A. Sullivan, NCA Principal



CIRCLE THE GRADE OR PROGRAM TO WHICH YOU ARE APPLYING:

Table with 2 rows and 10 columns. Row 1: GRADE: Kindergarten 1 2 3 4 5 6 7 8. Row 2: 3 YEAR OLD PRESCHOOL: 5 full days 5 half days 3 half days (Tues, Wed, Thurs). Row 3: 4 YEAR OLD PRESCHOOL: 5 full days 5 half days.

- Please submit one registration form per student to the campus of the youngest child
Each FAMILY (not student) must submit a non-refundable registration fee per family
+ \$200 early registration discounted fee on or before Feb. 15, 2012
+ \$250 registration fee after Feb. 15, 2012

Student Information:

Last Name _____ First Name _____

Parent's preferred e-mail address: _____

Child will get to school by: ___ CTA ___ NCA School Bus ___ Car ___ Walk ___ Bicycle
Child will ride NCA School Bus on a regular basis: ___ No ___ Yes If yes, ___ AM ___ PM ___ Both
Preference for Middle School PM Bus: ___ 1st Bus 2:55pm (only stops at Primary Campus) ___ 2nd Bus 3:20pm
(Bus assignments are allocated on a first come first reserved basis)

Sibling Information:

Name: _____ School: _____ Age: _____
Name: _____ School: _____ Age: _____

If any information below has changed please fill out - Otherwise leave blank

Currently a member of St. _____ Parish ___ Non-Parishioner

Address _____ City _____ Zip _____

Telephone # _____ Parent/Guardian Cell Phone# _____

Child currently lives with:

Ms/Mrs. _____ Mother ___ Stepmother ___ Guardian ___
Mr. _____ Father ___ Stepfather ___ Guardian ___

Are there court ordered custody restrictions on this child? Yes ___ No ___
If yes, a copy of court document must be on file in the school office.

List any chronic conditions such as allergies, asthma, etc. of which we should be aware:

Will your child need medication during the school day? ___ Yes ___ No
If yes, medicine must be kept in the school office and a signed doctor's notice must be on file.

Parent Signature

Date



Tuition Rate Agreement 2012-13 School Year

Preschool		
Each Child	Annual Tuition	10 Equal Payments
5 Full Days	\$7,400	\$740
5 Half Days	\$4,600	\$460
3 Half Days	\$3,900	\$390

K-8th Parishioner		
	Annual Tuition	10 Equal Payments
1st Child	\$5,950	\$595
Each additional child	+\$4,450	+\$445

K- 8th Non-Parishioner		
	Annual Tuition	10 Equal Payments
1st Child	\$7,900	\$790
Each additional child	+\$5,950	+\$595

- Tuition payments are made via automatic withdrawal starting in August
- A non-refundable registration fee is required per family (not student)
- 20 Service Hours are required per family each year
+ \$25 per hour will be charged for service hours not served
- Field trips and book fees are included in the tuition
- Guardian Angel Scholarship application deadline is May 1st

I (We) understand my (our) financial obligations as outlined above for the following students:

Student Name Grade 12/13

Student Name Grade 12/13

Student Name Grade 12/13

Student Name Grade 12/13

Print Parent/Guardian Name

Signature

Date



Please complete one agreement per family by initialing next to each statement to verify your understanding of the policy and signing at the bottom of the page.

1. _____ In order to receive the Parishioner discounted tuition rate, a completed "Parishioner's Verification Form" must be submitted
2. _____ The registration fee is non-refundable
3. _____ NSF registration check will result in cancellation of family's registration
4. _____ All tuition payments are made by automatic withdrawal through SMART Tuition. Tuition payments are paid August 2012-May 2013
5. _____ Extended Care bills will be automatically withdrawn monthly from the account you as signed on the date you chose your tuition to be withdrawn.
6. _____ Families who are overdue on their Extended Care accounts exceeding \$150 will no longer be eligible for participation in the program.
7. _____ An Extended Care late pick up fee will be charged after 6:05PM.
8. _____ Service Hours: Each family is required to contribute 20 service hours annually to the school or pay \$25 per hour not served. Service hours must be completed or scheduled by May 11, 2013.
 - a. Service hours can be completed by volunteering at school or parish activities. Please contact either campus office for more details.
 - b. In order to volunteer with children, adults must have all of the following requirements on file: *(once completed, these steps do not need to be repeated)*
 - i. Fill out a 7703 form
 - ii. Sign a Code of Conduct form
 - iii. Complete a CANTS form
 - iv. Complete a background check through the eApps database
 - v. Submit a certificate of completion for the Virtus training
 - c. Families are encouraged to exceed their minimum service hour requirement; however this "extra" service time may not be allocated to another family's service requirement. Each family must complete their own service requirement. If there is a problem, the family needs to contact the principal by March 1, 2013 to discuss the situation.
9. _____ Preschool classes are guaranteed art and music within the classroom. Due to scheduling conflicts, preschool programs are not guaranteed renaissance classes outside of the classroom nor participation in every assembly.
10. _____ The school must be notified IN WRITING by September 1, 2012 if you do NOT want either of the following:
 - a. To be included in the school directory
 - b. Your child's photograph to be used for any advertising or publicity purposes

Print Parent/Guardian Name

Signature

Date



Parishioner status is decided at the parish level, not by NCA. In order to receive the discounted parishioner tuition rate, please complete the top portion (one form per family) and return to the campus secretary. We will then forward the form to the appropriate parish for their approval.

Name of student(s): _____

Applying to grade(s): _____

Parent's first and last names: _____

Address: _____

Phone: _____

Please circle the parish at which you are registered:

St. Gertrude St. Gregory St. Henry St. Ignatius St. Ita St. Jerome

TO BE FILLED OUT BY PARISH PERSONNEL

The above listed parishioner is registering to Northside Catholic Academy and is applying for the discounted parishioner tuition rate. Please confirm parent/family registration to qualify for parishioner status.

___ Yes, the family is registered in our parish. Date of registration: _____

___ Yes, the family is registered in our parish, but is NOT eligible for the parishioner status.

___ No, this family is not registered in our parish.

Name of person completing form: _____ Title: _____

Pastor Signature: _____ Date: _____

PARENT INSTRUCTIONS

Please use capital letters and print clearly.

1. **ENTER FAMILY INFORMATION:** Provide us with all of the requested contact information. If desired, use the "Additional Authorized Party" field to allow another person to access your tuition account information and make payments on the account. Be sure to include your email address, as we may contact you regarding important account information.
2. **SELECT A PAYMENT METHOD:** If you choose to pay by mail you will receive a bill that will be due on the date selected. Please mail your payment at least seven days prior to the due date. If you select Auto-Debit, Smart Tuition will debit your bank or credit card account on the debit date selected. If you choose to pay from your checking account, please include a voided check to ensure the accuracy of your information. On the bottom of every check, there is a 9 digit routing number that represents your bank (example below). It is typically located on the left side of the bottom of the check. Smart Tuition can not process automatic payments if the routing number is missing.

JOHN SMART
123 Smart Street
New York, NY 10004

No. 0123
01-23-12/12

Pay to the Order of: \$ 0123 DOLLARS

SMART BANK
New York, NY 10004

Memo

9 Digit Routing Number (required) Bank Account Number (required)

Please choose one of the due dates from the available dates provided. If you choose a due date not approved by your school, your account will default to the latest due date available.

3. **SELECT A PAYMENT PLAN:** Please choose one of the plans offered by your school by putting the letter of the plan in the box. Payment plans are made available by your school and cannot be changed by Smart Tuition without school permission.
4. **ENTER STUDENT INFORMATION:** Please write the name and grade of the children who will attend this school.
5. **PLEASE READ AND SIGN:** Please review the terms and conditions. The Primary Bill Payer must sign the form.

www.parents.smarttuition.com

TERMS AND CONDITIONS

Smart Tuition receives, processes and deposits your payments into your school's bank account. Our secure website and 24/7 parent help center are available to families that have questions about their tuition payment plans.

Late Enrollment: If Smart Tuition does not receive your enrollment form on time, your first payment date will be moved forward. Your school may require you to catch up any missed payments on your first due date or may establish a plan with a smaller number of larger payments.

Refunds: Smart Tuition does not issue cash refunds. Overpayments will be carried on your account and credited to future tuition payments. All reimbursements or refunds must be arranged with your school.

Late Fees: Any payment that is not received by Smart Tuition by your due date is considered late and may receive a late fee. In the event that your account becomes delinquent, Smart Tuition may provide your school a follow-up service which will contact you via mail, telephone, or e-mail. Your account may be charged \$35.00 as a result of this service. This fee is in addition to any late fees charged by your school.

Distorted Payments: A fee of \$25.00 will be applied to your account for any failed auto-debit and failed check payments. Your bank may impose additional fees.

Auto-debit Terms (Applies to auto-debit enrollees only): By signing this enrollment form you agree to authorize Smart Tuition to debit your account on the scheduled dates as described on the reverse side. If your auto-debit due date falls on a weekend or holiday, your account will be debited on the following business day. You agree that if any such debit is dishonored, for any reason, Smart Tuition shall have no liability for any fees charged to you by your financial institution. Smart Tuition will automatically reattempt any failed debits approximately 10 days after their failure. This authority will remain in effect until Smart Tuition receives your written instruction to cancel auto-debit service. To cancel or stop a scheduled auto-debit payment, you must contact Smart Tuition no later than 3 business days prior to the scheduled payment at **(888) 868-8828**.

Amendments

By signing this enrollment form you acknowledge and agree that such terms and conditions may be amended from time to time by Smart Tuition and such amendments will be reflected on Smart Tuition's website.

Smart Tuition Privacy Policy

We do not disclose any personal information about our families to anyone, except as permitted by law. Smart Tuition has adopted numerous procedures to protect the confidentiality of school and family information. We adhere to the Payment Card Industries Standard for storing family information.



SMART TUITION
Financial Solutions for Schools and Parents

**&
Your School
Have Formed
A Partnership**



**That Benefits
Your School,
Your Child,
And You.**

**Please return completed form
to your school immediately.**

If you have any questions regarding
this form, contact Smart Tuition at:
1-888-868-8828