



2017/2018 Monthly Tuition Payment Schedule and Penalties

All families on the monthly tuition payment plan must enroll with FACTS to schedule automatic tuition debits on either the 5th or 20th of each month. The only exceptions will be made upon approval of the Board of Directors, please see the business office for details.

FACTS will deduct your monthly payment on your scheduled payment day. If the funds are not available, FACTS will charge you a Non-Sufficient Funds (NSF) Fee of \$30 that will be added onto your balance. FACTS will make a 2nd attempt to deduct your payment, plus the \$30 NSF fee 10 days later. If the funds are still not available, FACTS will apply another \$30 NSF Fee, and you will now also be charged a \$20 late payment fee from NHCS. All will be attempted to be deducted again on your next month's regularly scheduled payment date. See below for an example break down of deductions...

(1st Attempt) Your specified deduction date (5th or 20th) ~ FACTS will deduct tuition payment. If the funds are not available...

(2nd Attempt) Approx. 10 days after 1st attempt~ FACTS will deduct tuition amount + \$30 (FACTS NSF Fee). This does not include your bank's NSF Fees. If the funds still are not available...

(3rd Attempt) 5th of next month~ FACTS will deduct this month's new tuition + Last month's tuition & \$30 FACTS NSF Fee + another \$30 FACTS NSF Fee for the 2nd returned funds + NHCS Late Fee of \$20. This does not include your bank's NSF Fees.

If, after the 3rd attempt (30 days late), there has been no communication with the school office or payment resolution agreement made, your child will be suspended from school effective the next school day until the balance is paid in full or a payoff agreement has been made.

If you know the funds will not be available for debit, contact the Office at least 5 business days before your scheduled deduction and we will work with you to avoid these penalties!

I acknowledge my student(s) will be suspended from school if my account is more than 30 days delinquent, effective the next school day. **Initials:** _____

I acknowledge my student(s) may not attend field trips if my account is delinquent. **Initials:** _____

I acknowledge that my account must be paid in full by the last day of school to avoid being taken to collections. **Initials:** _____

Signature

Date

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