



## 2024-25 Northern Academy Domestic Tuition and Fee

Northern Academy (Northern) tuition, fees, and charges are subject to change by the Board of Trustees of Northern Academy, and changes become effective on the date enacted. The following information is not intended to be comprehensive and is subject to change.

### Tuition & Fee Schedule

#### Tuition

The following tuition is required with enrollment agreement unless a payment plan is selected.

Day Students		
Day Tuition	Instructions Monday through Friday, with <ul style="list-style-type: none"><li>• Co-curricular/after school enrichment activities after 3:00pm</li><li>• Saturdays per school calendar</li><li>• Day student pickup time is within 30 minutes of the last class of the day, between 3:00pm to 6:30pm</li><li>• Onsite day lunch, one-time SAT exam, counseling, college planning and graduation related services</li></ul>	<b>\$24,900 / Year</b>
Boarding Students		
Boarding Tuition	Includes 7-day per week room and board for the fall and spring semesters <i>(Room and board are closed for winter break except for extreme circumstances where incidental charges apply)</i>	<b>\$38,700 / Year</b>

#### Fees

The following fees are required with enrollment agreement.

All Students		
General Fee	Technology, library, nurse support, and school sponsored trips	<b>\$650</b>

### Incidental Costs

Incidental costs are completely optional and depend on availability, please refer to the [Incidental Cost Schedule](#) for services that a family may request.



## Tuition Deposit

Tuition and Fee	Due Dates	Boarding	Day
<b>Enrollment Agreement</b>	At least 45 days before commencement of classes	<b>Signed</b>	<b>Signed</b>
<b>Deposit (non-refundable)</b> <i>Late Enrollment: Deposits are due with tuition if enrolling after the deposit due date</i>			
<i>Regular Returning Students</i>	07/15	<b>\$3,870</b>	<b>\$2,490</b>
<i>Late Returning Students</i>	N/A	N/A	N/A
<i>Late applicants (if application is received 60 days from start date)</i>	With enrollment agreement (no later than 45 days before commencement of classes)	Full Payment less deposit	Full Payment less deposit
<b>Remaining Tuition</b>			
<i>Regular Returning Students</i>	Before First Day of School for full payment (or payment plan options)	<b>\$34,830</b> <i>Less any financial aid &amp; payment plan allowance</i>	<b>\$22,410</b> <i>less any financial aid &amp; payment plan allowance</i>
<b>Fees</b>	At least 45 days before commencement of classes	<b>General Fee \$650</b>	

## Enrollment & Financial Agreement

Families will receive an **email** titled “Official Acceptance for [starting semester] [starting school year]”. In that email, parents will find their child's Tuition Agreement link which needs to be filled out and signed.

### Enrollment Discounts

Parents who enroll timely will be awarded one of the following **discounts**

#### **Early Bird Award**

**\$600** discount if **full** payment is made and enrollment agreement is submitted on or before **05/15/2024**



## Payment Methods

### Paying Tuition and Fees - ACH

- **IMPORTANT:** Checks are not accepted
- Families are required to make an ACH authorization at the time of signing the enrollment agreement
- The information needed is usually located on the lower corner of a check. You may also attach a void check image to the enrollment agreement as a reference to ensure the accuracy of information filled

### Paying Incidentals – Credit Cards ONLY

- **Incidental Services must be ordered on the school website:**
  - <https://northernacademy.org/incidental-service/>

### Validation of Credit Card

- **IMPORTANT: No check or transfers** can be accepted for incidental charges.
- Families are required to arrange a **debit/credit card** (or equivalent) to the student for the convenience of covering incidental charges.
- The enrollment contract will ask families to declare that the arrangement is in place
- Some card options are listed below as a reference for families to consider
  - <https://www.giftcards.com/visa-gift-cards>
  - <https://www.paypal.com/us/home>



# Payment Plan

## Effectiveness, Termination and Lateness

Families must sign the **Enrollment Agreement** and make the **non-refundable Tuition Deposit** for a payment plan to be effective.

### Termination

A payment plan may be terminated upon any of the following:

- Recipients fail to remain current in their financial obligations to the school.
- Early withdrawals, Boarding or International Status change
- Upon termination, total amount due will be required in full **immediately** via a Bank Cashier's Check or Wire Transfer instead of ACH

### Non-Payment

- If payments are not able to be made for any reason, access to school programs will be denied at the discretion of school administrators.
- In the event of denied charges the student will provide new payment information within three (3) days of notice from school.

Families can select from Semester Plan or Monthly Plan with the following costs.

Costs of Payment Plan	Amount	Description
Semester Plan Processing Fee	\$30 / semester	2-time Installment
Monthly Plan Processing Fee	\$30 / month	Monthly Installment
Bounced Fee	\$30	With bounced payment of any cause
Late Fee	\$30	After 5 days past payment due date
Non-Payment Interest	1% of past-due balance	After 45 days past payment due date

### Plan A: Semester Plan

#### ● Eligibility

- Domestic students
- **ACH** payment is **required. IMPORTANT:** Check is not acceptable.

2 Installments	Due Dates	Amount
Deposit	<b>07/15</b> <i>with enrollment agreement</i>	<b>10% of Day or Boarding Tuition</b>
1st Installment	<b>08/15</b>	<b>50% of Remaining Tuition* and Full Fees</b>
Final Installment	<b>12/15</b>	<b>50% of Remaining Tuition*</b>
<i>Total Tuition Obligation on 12/15</i>		<i>100%</i>

\* Tuition less deposit and financial aid



## Plan B      Monthly Plan

- **ACH** payment is **required**. **IMPORTANT:** Check is not acceptable
- First payment starts August 15 or immediately
- Final payment concludes on April 15

First Payment Required (Non-Refundable)		
Tuition Deposit	<b>07/15</b> <i>with enrollment agreement</i>	10% of Day or Boarding Tuition
Fee	<b>07/15</b> <i>with enrollment agreement</i>	General Fee \$650

Remaining Tuition after 10% Tuition Deposit will be split into installments, example provided below.

Estimated Installment Schedule for Enrollment Prior to August 15		
Installments	Due Date	Amount
1st Installment	<b>08/15</b>	1/9 of Remaining Tuition*
2nd Installment	<b>09/15</b>	1/9 of Remaining Tuition*
3rd Installment	<b>10/15</b>	1/9 of Remaining Tuition*
4th Installment	<b>11/15</b>	1/9 of Remaining Tuition*
5th Installment	<b>12/15</b>	1/9 of Remaining Tuition*
6th Installment	<b>01/15</b>	1/9 of Remaining Tuition*
7th Installment	<b>02/15</b>	1/9 of Remaining Tuition*
8th Installment	<b>03/15</b>	1/9 of Remaining Tuition*
9th Installment	<b>04/15</b>	1/9 of Remaining Tuition*
<i>Total Tuition Obligation on 04/15</i>		<i>100%</i>

\* Tuition less deposit and financial aid

*If the Due Date falls on a holiday or weekend, the ACH payment will be withdrawn on the next business day.*



**Plan B Monthly Plan - Late Enrollments Only**

Late enrollment will result in fewer installments. Estimated Installment Schedule for Enrollment **After August 15** is below.

First Payment Required (Non-Refundable)		
Tuition Deposit	<b>Immediately</b> <i>with enrollment agreement</i>	10% of Day or Boarding Tuition
Fee	<b>Immediately</b> <i>with enrollment agreement</i>	General Fee \$650

Remaining Tuition after Tuition Deposit will be split into installments, example provided below.

Enrollment Date	No. of Installments	Installment Amount	Due
<b>After 08/15</b>	<b>8</b>	<b>1/8 of Remaining Tuition**</b>	Immediately or 15th of the starting month, whichever is earlier
<b>After 09/15</b>	<b>7</b>	<b>1/7 of Remaining Tuition**</b>	Same as Above
<b>After 10/15</b>	<b>6</b>	<b>1/6 of Remaining Tuition**</b>	Same as Above
<b>After 11/15</b>	<b>5</b>	<b>1/5 of Remaining Tuition**</b>	Same as Above
<b>After 12/15</b>	<b>N/A</b>	<b>Full Payment Required</b>	<b>Immediately</b>

\*\* Prorated Tuition less deposit and financial aid

*If the Due Date falls on a holiday or weekend, the ACH payment will be withdrawn on the next business day.*

**For Payment Plan enquiries, please contact: [Tuition@NorthernAcademy.org](mailto:Tuition@NorthernAcademy.org)**



## Refund Policy

In the event of withdrawal or change of boarding status

- A \$300 processing fee will be levied on all withdrawals and refunds
- School fees are **not** refundable. Tuition and original **financial aid award will be re-assessed** according to the **withdrawal refund schedule** below

**IMPORTANT:** Families will not be entitled to **any refund** if the student receives **disciplinary actions** such as limitation of activities, suspension, or expulsion. Families and students are responsible for understanding all school rules that they agreed and signed upon enrollment. Families will be responsible for the full amount of tuition and fees owed for the current school year under disciplinary action.

### Withdrawal Refund Schedule

Withdrawal Date (on or before)	% Tuition Obligation	% Tuition Refund	Impact to financial aid
Sep. 01	10%	90%	No financial aid
Oct. 01	20%	80%	No financial aid
Nov. 01	30%	70%	No financial aid
Dec. 01	40% / 100%	60%	Receives 50% original financial aid
Jan. 01	50% / 100%	50%	Receives 50% original financial aid
Feb. 01	60% / 100%	40%	Receives 50% original financial aid
Mar. 01	70% / 100%	30%	No change to original financial aid
Apr. 01	80% / 100%	20%	No change to original financial aid
After Apr. 01	No Refund	No Refund	No Refund

### Refund Procedure

- **Boarding Premium** is due in full and non-refundable once semester starts. Withdrawal from the dormitory must be received in writing prior to semester start to be eligible for any refund for the following semester, if applicable
- Refund eligibility is determined by the **date** a written withdrawal request is **received** by the Admissions Office or the official written withdrawal date, whichever is later
- In the case of complete withdrawal or change of boarding status, refunds will be process within **4-6 weeks after** a student have satisfied the Exit policy - returned all school properties and cleared the checklist on the Exit Form
- Overpayments from one sibling before graduation, will be applied to other **siblings' open balance**, if any, before a refund is processed

### Contacts

For refund processing status, please contact the Finance Office at [tuition@northernacademy.org](mailto:tuition@northernacademy.org)



# Tuition and Fees Memorandum

## Communication & Contact

Northern uses email as an official method of communication, and parents/guardians are responsible for reading the emails received from Northern. By providing us with your **email, online messaging, and phone** number, Northern or its agents are granted permission to use the information provided to contact you concerning your school account.

It is the family's responsibility to keep records (addresses, phone/cell phone numbers, email addresses, etc.) in the family portal account up to date with the latest communication methods.

## Privacy

We value our parent/guardian's privacy and adhere to all government policies on sharing information concerning your student's Northern account. Compliance with the Family Educational Rights and Privacy Act (FERPA) requires us to obtain authorization from the parent or guardian before we are able to release information to related parties (e.g., divorced/separated parent or a grandparent) assisting with the financing of your child's education.

## Delinquent and Outstanding Balances

Northern reserves the rights to submit prior year accounts to an outside Collection Agency for processing on June 30th of each year. When accounts are turned over to a collection agency, the parents/guardian credit report may be adversely affected. The parent/guardian is responsible for payment of collection agency fees, together with all costs and expenses, including reasonable attorney's fees, necessary for the collection of any delinquent account. Academic records, diplomas and re-enrollment will be withheld until all outstanding balances have been paid in full, and the Collection Agency has cleared the account with Northern.

## Financial Aid

All recipients of financial aid are expected to remain in good academic standing, exhibit exemplary behavior, and remain current in their financial obligations to the school. Failure to comply with the above expectations, early withdrawals and status changes may result in termination of the award.

Financial aid is awarded to families with demonstrated financial need. Financial aid **cannot be applied to boarding premium, fees, or incidental costs**. Financial aid is applied to day tuition only, under the following:

- Tuition Assistance
- Family Assistance
- Academic Scholarship

To be considered, families must submit a signed Financial Aid Application with supporting documents according to current year **eligibility deadlines**. Financial Aid will **not be considered** after the deadline. Please note that Northern faculty and staff outside of the Financial Aid Office are not authorized to discuss payment arrangements or financial aid with parents or guardians.





## School Uniforms, Attires, Chromebooks and Instruments

Families are responsible for the purchase of school uniforms, attires, devices and musical instruments.

Families should contact the Student Affairs Office via [sao@northernacademy.org](mailto:sao@northernacademy.org) for enquiries.

## Homestay

The host parent/family must serve as the student's temporary **guardian**. The student(s) parent(s) and the host parent(s) must sign a notarized *Temporary Guardianship Appointment / Power of Attorney* agreement, link below.

<http://northernacademy.org/wp-content/uploads/2024/02/Temporary-Guardianship-Appointment.pdf>

The cost charged by the hosting family for housing, meals, transportation and childcare varies depending on your agreement with your hosting family and is estimated to be from \$9,000 to \$12,000 per year.

## Meal Plans

For Day or Homestay students, breakfast or dinner plans can be purchased and are effective one business day after the payment is made. Students without a meal plan may dine at the school for the cost of ad-hoc dining, as published in the *Incidental cost schedule*.

Meal plans can be purchased via this link: <https://northernacademy.org/meal-plan/>

Meal plans cannot be canceled unless the school must close for quarantine during the pandemic for more than **three** consecutive days. During a mandatory closure, students can receive a school credit of \$25 per week for the breakfast plan and/or \$35 per week for the dinner plan.

## Mid-Session Enrollment Due Dates and Tuition Credits

Families whose intended first day of class falls after the first day of Fall Semester are considered enrolling mid-semester.

Fees are **not** prorated for mid-semester entries. Tuition is **prorated** based on the **difference in the number of rounded quarter-months** between the student's actual first day of class and the first day of Fall semester.

### ***For example:***

If regular tuition is \$24,900 for regular Fall start day on September 01, then the tuition for a student starting class on October 08 will be prorated with a tuition credit of 1.25 months for September and first week of October.

Payments are **due immediately** if regular due dates have passed. Specifically, deposit and fees must be made immediately together with full payment or first payment within a payment plan.



## Incidental Cost Schedule

**Incidental Services must be ordered on the school website:**

<https://northernacademy.org/incidental-service/>

*The following are examples of incidental services not included in the cost of tuition.*

ENL & INDIVIDUAL CLASSES		
ENL	English language education and support for students with English as a new language	\$5,000 / year (ENL 1&2) \$3,000 / year (ENL 3)
Individual training*	Arranged by and conducted within school hours <ul style="list-style-type: none"> <li>• Individual tutoring classes of any subjects</li> <li>• 20-min Piano (commonly taken weekly)</li> <li>• 40-min Instrument (commonly taken weekly),</li> </ul> <i>*lessons arranged privately with individual teachers should be paid directly to the teacher</i>	\$60 / class \$1,000 / year \$1,600 / year
External Exams	AP SAT Other exams	\$98 or more \$60 or more Varies
PROCESSING & FINANCE CHARGES		
Application Fee	To be submitted with a new student application	\$80
Withdrawal Fee	Levied on all withdrawals and change of status	\$300
Payment Plan Processing Fee	Semester Plan Monthly Plan	\$30 / semester \$30 / month
Bounced Check Fee	With bounced payment of any cause	\$30
Late Fee	After 5 days past payment due date	\$30
Non-payment interest	After 45 days past payment due date	1% of balance
Cash Handling Fee	Handling of any cash payment of over \$200	3%
HOSPITALITY SERVICES		
Accommodation Service (Room & Board)	Dorm <b>Check-In</b> is the evening before the enrollment date and <b>Move-Out</b> is the evening after the winter break starts or the spring semester ends. <i>(Boarding students seeking extra stay or quarantine suites)</i>	\$60 / day
Breakfast Plan (6B)	Breakfast Mon-Sat during onsite school days <i>cafeteria hours apply</i>	\$1,200 / year (\$600 / Semester)



Dinner Plan (5D)	Dinner Mon-Fri during onsite school days <i>cafeteria hours apply</i>	\$1,700 / year (\$850 / Semester)
Ad-hoc dining	Based on availability	\$6 / Breakfast; \$12 / Lunch or Dinner

### REPLACEMENTS

ID Card	Lost and damaged ID card	\$20 / each
Chromebook	Lost and damaged Chromebook	\$200 / each
Transcript	Each additional transcript after first request per grade year or diploma replacement	\$20 plus <u>express</u> mail charges, if any
Diploma	Lost and damaged Diploma	\$50 plus <u>express</u> mail charges, if any
Books	Lost and damaged library/textbook	Varies
Uniform/Dance Attires	Based on staff and inventory availability	Varies
Property Damages	Other Damages	Varies

### VISITING A DOCTOR

Doctor/Hospital Visits	Visits and medical treatments given by professional health provider	Varies
NMC Health Package	Up to 3 doctors visits at Northern Medical Center (Independent health facility on campus)	\$297

### SEASONAL & GIFTS

Yearbooks	Depends on availability	\$35 or more
T-Shirts/Hoodies	Depends on availability	\$15 or more

For clarification of any matter relating to incidental costs, contact the office or administrative unit from which the **service originated**:

- o Individual Class:
  - Music: [Music@northernacademy.org](mailto:Music@northernacademy.org)
  - Academic tutoring and ENL: [Academic@northernacademy.org](mailto:Academic@northernacademy.org)
- o Room and Board: [dorm@northernacademy.org](mailto:dorm@northernacademy.org)
- o Other Student Affairs and gifts: [SAO@northernacademy.org](mailto:SAO@northernacademy.org)
- o Property Damage and Replacements
  - Library [Library@northernacademy.org](mailto:Library@northernacademy.org)
  - IT NAA [IT@northernacademy.org](mailto:IT@northernacademy.org)
  - Transcripts and records: [Registrar@northernacademy.org](mailto:Registrar@northernacademy.org)