New Covenant Lutheran School Financial Policy

2026/2027 School Year

Student Name: _____ Application Date: _____

Please read the following financial policies and procedures. Both Responsible financial parties must initial and sign where indicated to acknowledge receipt and understanding. This agreement must be submitted with enrollment paperwork.

➢ Payment and Fee Policies: (____initial) (____initial)

● The Registration Fee is non-refundable, non-waivable, and non-negotiable. This fee is $250 for every preschool and kindergarten student.

● The Materials Fee is non-refundable. This fee is $150 for all students. This fee includes 4 "*Parent's Night Out*" events, a children's bible or complementary text, a yearbook, and speech and language screening with a licensed speech pathologist.

● Security deposits that have been made in prior years will be rolled into and satisfy the Materials Fee for one child. All other children will be charged the Materials Fee of $150, which will be due with application.

● The Security Assessment Fee is a monthly $30 charge per family, in addition to the tuition cost. This Security Assessment Fee helps to maintain our upgraded security on campus, including but not limited to video surveillance, campus wide fencing, and secure access gates and doors.

➢ Tuition Policies: (____initial) (____initial)

● Tuition rates are determined on an annual basis but paid monthly over the course of 10 months.

● The first month's tuition (August) is due on June 1st, and all other months are due the first day of the month prior.

● Holidays, school closures, and half days are considered when determining the annual tuition for each program.

● Refunds and make-up days are not offered for any absences.

● All fees and tuition rates, including extended care, are subject to change at any time.

● All drop offs/pickups outside of the 10-minute grace period of your contracted schedule is subject to a $16/hour charge.

● Extended care is available on an as-needed basis between 7am and 8:40am, or 3pm and 6pm. The hourly charge for extended care is $16/hour, which is only charged by the hour.

● Autopay that has been set up through the New Covenant website, to withdraw directly from your bank account must be cancelled after May tuition is processed, in April. The autopayment system does not go into a hold status, save, or roll to the following school year or the next time you owe on your account (i.e., Summer Camp or the following school year).

● Autopay amounts do not automatically adjust to accommodate fluctuating balances. **Please open each statement each month, to ensure that your balance is paid.** Statements are emailed monthly but are always available upon request.

● All credit card payments will incur a 3% processing fee. This fee is applied to the account after the payment is made.

● Debit card payments do not incur a processing fee. Processing fees are automatically added to accounts, unless the accountholder informs the New Covenant school office that a debit card was used. It is the responsibility of the family to relay this information.

➢ Schedule Changes: (____initial) (____initial)

● Schedule changes resulting in a lower tuition rate will not result in a credit/refund when occurring after the first of the month. The new tuition rate will be reflected in the following month's billing.

● Any schedule change requests that can be fulfilled will begin the following week, unless accommodation can be made for the current week. All schedule change requests must be approved by the office.

➢ Payment Due Dates: (____initial) (____initial)

● The first tuition payment is due on June 1, 2026 and will be applied to August tuition. Monthly tuition payments are non-refundable.

● All tuition payments and current charges are due on the first of the month prior to the month the student will attend. Ten separate monthly tuition payments will be paid throughout the year on the following schedule:

Tuition Month	Payment Due	Late Fee Charged	Final Day for Refund/Withdrawal without responsibility
August	June 1, 2026	June 6, 2026	May 29, 2026
September	August 1, 2026	August 6, 2026	July 31, 2026
October	September 1, 2026	September 6, 2026	August 31, 2026
November	October 1, 2026	October 6, 2026	September 30, 2026
December	November 1, 2026	November 6, 2026	October 30, 2026
January	December 1, 2026	December 6, 2026	November 30, 2026
February	January 1, 2027	January 6, 2027	December 18, 2026
March	February 1, 2027	February 6, 2027	January 29, 2027
April	March 1, 2027	March 6, 2027	February 26, 2027
May	April 1, 2027	April 6, 2027	March 31, 2027

● A 5-day grace period is given beyond the monthly tuition due date. If payment has not been made by the end of the day on the 5th day of the month, a $25 late fee will be applied to the account. Late fees will continue to accrue each month for past due balances.

● The final tuition payment for the current school year will be due on April 1, 2027. For those families who are enrolled in autopay, please make sure to cancel your auto-payments for the summer months. This is not the responsibility of the school.

➢ Withdrawal: (____initial) (____initial)

● Withdrawal forms can be requested from the school office, via email or in person.

● Withdrawal forms must be completed and returned to the office at least 30 days prior to the requested withdrawal date. In addition to a withdrawal form, an email notification dated prior to the last business day of the month must be sent to registration@newcovenantaz.org.

● If the withdrawal notice is given after the last day of the month, then the family will be responsible for paying the full tuition payment that is due on the first of that month, regardless of withdrawal date or final day of class. Please refer to chart above for clarification. *(Ex., to withdraw from school beginning on December 1, the withdrawal form and notice would need to be turned in by October 30. If the withdrawal notice is given after the deadline, then the family will be responsible for paying the full amount for December tuition, on or before November 5, regardless of actual last day of attendance.)*

● For parents with multiple children attending New Covenant, all the above rules apply to each individual child, regardless of whether siblings are remaining enrolled.

● No refunds/credits will be applied for paid tuition, extended care, or other applicable fees.

➢ Account Policies: (____initial) (____initial)

● Charges to accounts can be added at any time during the school year and any errors made by administration that result in being undercharged will not waive your responsibility for payment.

● Families are responsible for all charges on their account, despite timing or delay in posting charges to the account (i.e. extended care, added days, fundraisers, etc.)

● All accounts must be paid in full to register a child (current student or sibling) for future school years and/or Summer Camp.

● Unpaid balances, including monthly tuition, late fees, and extended care must be paid within 30 days of posting to the account (unless prior arrangements have been made with the office).

● In the event of an unforeseen school closure, a decision regarding payments and/or refunds will be left to the discretion of the New Covenant Lutheran School Director and the New Covenant Lutheran Church Board of Ministry.

By signing below, you agree to be held financially responsible for the child(ren) listed at the top of this form. You understand and agree to comply with the above terms and conditions as they relate to your child's enrollment and account at NCLS. Completed forms must be turned in with enrollment paperwork.

Signature of Financially Responsible Parties:

Financially Responsible Party #1 _____ Relationship to the student: _____
Print Full Name

Financially Responsible Party #1 _____ Date: _____
Signature

Financially Responsible Party #2 _____ Relationship to the student: _____
Print Full Name

Financially Responsible Party #2 _____ Date: _____
Signature