



Nova Elm Academy (NEA)

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FINANCIAL OBLIGATION AGREEMENT

STUDENT NAME _____ GRADE _____

The success of our school, NEA, hinges upon the commitment of families to make education a financial priority, be involved in their child's education, and make their tuition and fees payment(s) on a timely basis. The school relies upon tuition and fees to pay for its operating expenses on a balanced budget. Therefore, when tuition and fee payments become delinquent, it can quickly become a serious matter.

The school understands that unexpected situations can and do arise and the school strives to work with families. If unforeseen financial circumstances arise, families are responsible for contacting the school's office and/or principal as soon as possible to review the financial hardship and seek a mutually agreeable alternative tuition payment plan. When payments are not made in accordance with the tuition agreement, a \$50.00 late charge fee will be accrued on the account and the following steps will take place:

Account 30 days past due:

- When an account becomes 30 days past due under the established tuition agreement, the student's family will receive written notification requesting that tuition be brought current or that they contact the school to create an alternative tuition payment plan.
- It is the responsibility of the student's family to contact the school's office and/or principal to bring the account up to date or to create an alternative tuition payment plan with the school. The NEA office telephone number is: (571) 313- 1300.

Account 60 days past due:

- When an account becomes 60 days past due, the school's office and/or principal will issue the student's family a written notice. The notice will reiterate the terms of the financial commitment and request immediate attention to the matter.
- In addition to this notification, student(s) will not be permitted to pre-register for the following academic year or to return to school until the balance is paid in full or an alternative plan has been approved.

The school encourages all responsible parties to maintain contact with the school's office and/or principal to ensure a complete understanding of each family's financial circumstance. The goal of NEA is to provide Islamic and secular education to every student that desires it. By working together, we can make sure this goal is met.

I, _____, have received and reviewed this **Tuition and Fees Payment Agreement** and agree to its terms and conditions.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: ____/____/____

Administrator's Full Name: _____

Administrator's Signature: _____ Date: ____/____/____