



# Northwest Christian Academy

Christian Education for World Change

## AUTOMATIC RE-ENROLLMENT POLICY

### **NCA Automatic Re-Enrollment: Eagle for a Lifetime!**

Last year, over 80% of eligible Northwest Christian Academy families returned to our school for this current year. We have tried to make the re-enrollment process as user-friendly as possible. While many of our families' register early, the majority of our families do not register until the end of the summer. This is very challenging when trying to prepare for the upcoming school year. We wanted to make things even *easier* for NCA families while providing administration the needed information and time to properly prepare for the next school year. This is what led to this year's launch of NCA's Automatic Re-Enrollment.

### **Why does re-enrollment matter? Why do we re-enroll every year?**

NCA administration spends time planning to ensure that we're prepared to fulfill our mission and realize our vision every year. Until NCA families "sign on the line" to indicate their return each year, we cannot make solid plans for staffing, programs, materials, curriculum, and facility usage. Furthermore, instead of focusing on preparing families for the new school year, valuable resources are expended calling returning parents to inquire whether or not they plan on registering. We take the stewardship of tuition dollars entrusted to us every year very seriously. We want to invest these tuition dollars wisely so that we can provide the best education possible for our students.

### **I have no plans to change schools and almost everybody comes back every year anyway. Can't I just stay at NCA until I notify the school otherwise?**

Up until this point, re-enrollment has been an "opt-in" program. Annually, we ask every family if they are returning. By moving to auto-enrollment, we are flipping that script. Rather than an OPT-IN annual re-enrollment process, NCA's annual re-enrollment will become an OPT-OUT process. Again, early notice allows us to plan effectively for the new year.

### **What will the "Re-enrollment Season" look like this year? When will this take place?**

Once our typical re-enrollment season (December through March) begins, there will simply be communication reminders from the Admissions Office informing the families that might be thinking about leaving our school to formally withdraw prior to February 28<sup>th</sup>. If last year is any indication, this means that over 80% of NCA families will have the convenience of ignoring this message and doing absolutely nothing!

### **I am a PASS Parent. How does auto re-enrollment affect me?**

Pass Parents have until May 24, 2018, to complete their required hours. Discounted registration must be paid prior to May 25, 2018. Pass parents who have not completed the requirements by the deadline will be automatically re-enrolled at the full registration rate of \$435 on June 5. PASS Parents are also eligible to FLEX their discounted registration.

### **That is a lot money coming out in one month, is there any way I can avoid such a large payment in March?**

Along with tuition and fees, NCA will charge my FACTS account the full re-enrollment charge of \$435 on March 5<sup>th</sup>. There is absolutely a way to avoid such a large March payment. FLEX PAY! Flex Pay allows you to split your registration payment into monthly manageable payments. But wait...there's more! If you choose to FLEX your registration payment, you will also be eligible for a \$45 discount!

### What options do I have with FLEX Pay?

Along with the \$45 discount, parents can choose to flex the registration payment over several months:

**6 payment FLEX** – \$65 per student

**5 payment FLEX** – \$78 per student

**4 payment FLEX** – \$97.50 per student

**3 payment FLEX** – \$130 per student

**2 payment FLEX** – \$195 per student

**1 payment FLEX** – \$390 per student

### How will automatic re-enrollment affect me if I choose to FLEX my registration?

Automatic Re-enrollment **will not** affect you if you have chosen to flex your registration payment. Furthermore, returning parents choosing to Flex the registration tuition will actually receive a \$45 discount!

### What's the penalty if I don't return after being automatically re-enrolled?

NCA families that are re-enrolled, but choose not to return after being automatically re-enrolled will lose the non-refundable registration payment. While this penalty may seem steep, many schools require semester tuition once a family is enrolled for the following year.

### Where can I access the Withdrawal Form? What is the process for withdrawal?

Withdrawal forms can be obtained from the school office. The process for withdrawal is as follows:

- Notify the school, in writing, of your intent to withdrawal for the following school year.
- Meet with administration for exit interview.
- Fill out the Withdrawal Form provided by the EAGLES Office.

### If I withdraw and then return, will I have to go through the interview and testing process?

No, but you will be required to pay the full \$435.00 registration. You will not be eligible for the Flex Pay registration.

### What do I get out of this?

Simplicity and guaranteed placement. With increasing enrollment, we are already touring families for the 2018-2019 school year. Automatic re-enrollment allows you to lock down that coveted seat for your child until graduation.

### What will the Automatic Re-Enrollment Look Like?

I understand that NCA will charge my FACTS account the full re-enrollment charge of \$435 on March 5<sup>th</sup>. I understand that I have until February 28<sup>th</sup> to notify the Northwest Christian Academy Admissions Office of any changes in my plans of enrollment for my child(ren). Furthermore, I understand if I do not wish to have my child automatically re-enrolled, I must **formally** withdraw my child for the 2018-2019 school year (forfeiting their seat) by February 28, 2018. If I choose not to enroll for the next school year after I have been automatically enrolled, I understand that my registration payment is non-refundable. Furthermore, I may be obligated to pay 1 month of tuition as a penalty dependent on when I notify the school of my withdrawal. Northwest Christian Academy recognizes that family plans change. Unique circumstances may be exempt from the 1-month tuition penalty on a case by case basis only after they have met, in person, with administration.