

# Northshore Christian Academy

A Ministry of Northshore Christian Church  
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**TO: Tuition Assistance Applicants**

**FROM: Northshore Christian Academy (NCA) Tuition Assistance Committee**

**RE: Tuition Assistance Qualifications, Application Steps and Policies**

## **QUALIFICATIONS**

1. Families who have paid all fees and tuition due are eligible for Tuition Assistance.
2. Parents must demonstrate an understanding of and desire for Christian education.
3. Tuition Assistance is not available for:
  - application or registration fees
  - toddler, preschool, pre-kindergarten, or half-day kindergarten
  - AM/PM care or any other non-tuition fees or costs
4. Only full-day Kindergarten through 8<sup>th</sup>-grade tuition is eligible for consideration.
5. Tuition Assistance can only be offered if space is available in the requested grade(s).
6. In extraordinary circumstances, as determined by the Tuition Assistance Committee or School Board, NCA reserves the right to grant Tuition Assistance awards on a case by case basis.

## **APPLICATION STEPS**

### **Tuition Assistance Application**

1. Review Tuition Assistance qualifications and policies.
2. Register your children. Registration paperwork must be submitted and all registration fees and tuition due must be paid before Tuition Assistance will be considered.
3. Complete the online Tuition Assistance for School Tuition (**FAST**) application. The online portal to **FAST** and instructions for completing your online application is located on NCA's website.
4. Submit your online application to **FAST**
5. INCOMPLETE APPLICATIONS OR APPLICATIONS SUBMITTED MAY NOT BE ACCEPTED.
6. Applications will be confidentially reviewed by **FAST**.
7. **FAST** will forward a recommendation to the NCA Tuition Assistance Committee.
8. The NCA Tuition Assistance Committee will evaluate the **FAST** recommendation and make final determinations.
9. Applicants will be notified of their awards by letter before May 31.
10. Tuition Assistance awards will be credited to your tuition account for the school in which you have been awarded Tuition Assistance. Tuition Assistance awards are for one school year only.

## **TUITION ASSISTANCE POLICIES**

1. The school's Tuition Assistance Committee, School Board, and the hired firm of **Tuition Assistance for School Tuition (FAST)** are the sole decision-makers for all Tuition Assistance requests.
2. The NCA Tuition Assistance Committee, a subcommittee of the NCA School Board, will evaluate the recommendations made by **FAST**. Information provided to **FAST** and NCA will remain confidential.
3. Tuition Assistance may be terminated at any time, by the decision of the Tuition Assistance Committee, with 10 days' notice.
4. Tuition Assistance may be withdrawn for reasons noted in the general policies or as may be indicated in the initial Tuition Assistance grant. Falsifying or misrepresenting your financial information in the Tuition Assistance process will result in all Tuition Assistance for the year being revoked.

5. In cases where the applicant is divorced, normally the income (gross income, alimony, child support, rental income, other income) of both parents will be considered in the committee's review if parents have joint custody. If a custodial parent has remarried, the income of the step-parent will be included in the committee's review. If someone else is financially responsible for the student, that person should complete the aid application and explain his/her relationship to the student.
6. Parents are expected to try to pay more toward their children's tuition if their financial situation improves during the year, so that additional needy families may be helped. Parents are expected to notify the school when financial conditions change during the year.
7. Tuition Assistance awards are granted one year at a time, with a mid-year review. Tuition Assistance awards are not transferable and do not carry over to the following school year.
8. Tuition Assistance applications must be re-submitted annually. Tuition Assistance awards are for one school year only.
9. All tuition and fee balances owed by the applicant before filling for Tuition Assistance **must be paid in full** for a new application to be considered.
10. Once Tuition Assistance is granted, it is only continued as long the family receiving aid keeps their tuition account current.
11. Tuition Assistance is not considered for toddlers, preschool, PK, or half-day kindergarten, even if the PK or half-day kindergarten student has an older sibling. Only full-day kindergarten through 8<sup>th</sup>-grade student tuition is eligible for Tuition Assistance.
12. Students receiving Tuition Assistance must maintain a "C" or better average. Students who fall below this level will be removed from Tuition Assistance, as of the last day of the month following the issuance of the report card.
13. Continuing good behavior by the student both in and out of school is required, or the remainder of the Tuition Assistance award may be withdrawn upon written notice.
14. If a student withdraws from Northshore Christian Academy during the school year or is expelled, all unused portions of the Tuition Assistance shall be retained by the Tuition Assistance Fund. Parents must demonstrate, continuingly, a cooperative attitude toward the school administration and staff, or the remainder of the aid award may be withdrawn from their children upon written notice.
15. **NCA strongly recommends that every parent give 20 hours of volunteer help for the school or actively support the school as 'school ambassadors'**. Tuition Assistance recipients are expected to actively seek volunteer opportunities and not wait to be called and asked to volunteer.
16. After being accepted for Tuition Assistance, families will have one week to accept or decline the offer, in writing.
17. After receiving Tuition Assistance approval or denial notification, any family who chooses to withdraw from enrollment may do so within one week of receiving their Tuition Assistance notification. They may request and receive a full refund of all registration and application fees. To receive a refund, a formal request must be made in writing within one week of Tuition Assistance notification and submitted to the Admissions Department.