

## **Northland Lutheran School Association 10 or 12 Month Payment Plan Option Policy**

When registering to attend Martin Luther Academy, parents may choose to pay tuition in monthly installments over 10 or 12 months.

- The 10-month payment plan begins in August with the last payment in May.
- The 12-month payment plan begins in June with the last payment in May.

Monthly payments must be remitted using the automatic withdrawal plan designated by the NLSA – monthly collection of checks or cash payments is not part of the monthly payment procedure of the NLSA. Parents must complete the necessary paperwork for regular monthly payments through the NLSA approved agency – (currently Thrivent Simply Giving) from the parent's checking or savings account. Automatic withdrawals occur on the 5<sup>th</sup> or the 20<sup>th</sup> of each month. Parents may choose the day of the month that works best for them.

Accounts with Insufficient Funds (in addition to bank penalties) will be charged a late fee of \$25.00 per month from the NLSA. Payment of the past due monthly tuition and the late fee must be made by cash or certified check to the NLSA office within 15 days of the withdrawal attempt for student enrollment to continue.

It is the NLSA's responsibility to contact the NLSA approved agency – (Thrivent Simply Giving) to make sure that the next month's automatic withdrawal procedure is in order.

Enrollment forms will be sent to those families that have indicated that they will be paying their tuition monthly. These enrollment forms are also available at the NLSA office. These forms will be partially filled out so that families know the amount that needs to be verified for automatic withdrawal.

**Completed forms should be returned to the NLSA office for processing.**