



NBHCA's Policy/Procedures

Make sure to sign your payment sheet monthly. Or make sure to at least get a receipt. If you pay with a card, you will have a receipt on your statement. If you pay with cash, make sure to get a receipt and/or sign your payment sheet. If there is ever a problem and you do not have some sort of proof, you will be considered unpaid. NO EXCEPTIONS!

We are no longer ordering books UNTIL PAID FOR! Please pay a month ahead. You will need to enroll in June to be able to start on time. If you enroll in June, you can still break the payment up.

Books are NOT ordered the day that you enroll/pay. We place book orders on Fridays. Please understand that if you enroll/pay on a Monday, your books will NOT be ordered until the following Friday.

WE DO NOT ACCEPT CHECKS! We accept cash, debit, and/or credit.

NBHCA will no longer be covering Square transaction fees

Please make sure you/your child are putting their FIRST and Last name on EACH book.

Payments can be made over the phone as long as books are also picked up and completed.

A late fee will be imposed if payment isn't received within 5 days of your due date. Late fees are \$15 per student/per month missed. NBHCA will no longer issue books without ALL fees being paid, this includes the late fee

Your due date will be the date you enrolled each month. If you enroll early, you have the option of picking your due date. Yes, there is a gap from the time of enrollment until you receive your first set of books. We have to make up the time missed, once the books are received. Your due date is NOT the day you receive your books. When you receive your books will reflect on when you pay for them. If you pay early, you will receive them on time. If you pay late, it will be even later when you receive the books, since books are ordered on Fridays, after they've been paid for.

After one month of no tuition or uncompleted work, the student is truant and turned into the Board of Education. NO EXCEPTIONS!

If your child receives a SSI check. SSI performs monthly audits. If they get truant, SSI will cut them off .

A discount will be provided if you have more than one child attending NBHCA that lives in the same household. We also offer a military discount.

(Must have proof of legal custody for either discount to qualify. Military discount will count for active duty and prior duty members, you do have to bring some sort of proof for us to copy and keep in their file to receive the discount. A Spouse military ID will work as proof).

All work has to be graded by us. Score keys will NEVER be issued for any reason. We do NOT order score keys for students or parents. NO EXCEPTIONS! If a student is struggling with their work, you can bring it to our attention and we can try and get you help.

ALL books must be turned in and the book needs to be completed. You can NOT do just the test.

If a student turns in incomplete books or books with random answers, they will receive a failing grade and will not be able to redo it.

If you make a failing grade on a book/test, you will receive one chance to redo the book/test for a better grade before it is recorded.

ALL fees must be paid in full before any books will be ordered. NO EXCEPTIONS!

10 (ten) sets of books (a set of books, is what they receive monthly. One book, per subject) must be completed, each school year to receive credit for the full year. This is picking up books August-May (there is a set due to be picked up in May too).

Only books purchased and assigned to YOU by NBHCA will be accepted.

It is YOUR responsibility to update personal information changes with us. Please notify us immediately if anything changes.

NBHCA offers two enrollment options. A one time cash payment/paid in full option. Or an in house tuition financing.

Notice

By signing this document, I understand all the rules and furthermore, I will adhere to the rules set forth by NBHCA and its employees. This document will be kept in the students file for future reference!

Rules are for Parents/Guardians and Students. Please have your child read and understand these rules as well.

Parent/Guardian Signature_____ Date_____

Student Signature_____ Date_____