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**Northwest Christian Academy**

4706 Park Center Avenue NE, Lacey WA 98516  
Phone (360) 493-2223 e-mail: nca@ncslacey.org

**Northwest Christian High School**

4710 Park Center Avenue NE, Lacey WA 98516  
Phone (360) 491-2966 e-mail: nchs@ncslacey.org

## Withdrawal Policy

### Prorate plus 2 weeks; \$500 Withdrawal Fee

Northwest Christian Schools of Lacey relies on tuition and outside donations to fund its annual operation. We regularly make decisions before the school year begins regarding contracted teacher wages, support staff, book/supplies, etc. based on the enrollment levels for the upcoming school year.

NCS recognizes that there are times when a family withdraws their student during the school year for various reasons. We encourage parents to take time to communicate with the appropriate faculty & staff before a decision is finalized. Our desire is to make every effort to ensure you are receiving a quality, biblically-based education.

If a family withdraws their students the following will occur:

- Tuition will be prorated based on last day of enrollment plus two weeks and a \$500 withdrawal fee per student will be assessed.
- Tuition expense incurred but not paid per the above will be due and payable immediately upon enrollment cancellation.
- It shall be the family's responsibility to make sure any automated FACTS payments (if applicable) are discontinued to avoid further withdrawals from a personal checking account.

Families who experience a financial hardship during the school year (i.e. loss of job, significant medical bills, etc.) who consider withdrawing their student(s) from NCS are strongly encouraged to meet with the Principal and/or Financial Administrator to discuss their situation.