

PARENT iCLASS SUMMER PROGRAM FAQ BILLING & ADD/DROP INFORMATION

Why the change to iClass Pro? Parent convenience, mobile friendly, always available to view what you signed up for, payment through the system with credit or debit card. To pay in cash or check, print out your iClass Pro account statement.

You will register and pay your fees with two systems: RenWeb and iClass Pro. What is the difference between the two billing systems?

iClass Pro Payment System	RenWeb Payment System
Summer Program Fees (paid prior to camp)	School Tuition (August-June)
NSAE Fees (after school enrichment classes, tutoring, music lessons)	School Material and Technology Fees (July)
NSAE Class Fees	Before and After School Care (drop in care and billed after used)
Full-Day School Age Care	Before and After Summer Camp Care (6:30-8:30, 3:30-6:00 drop in care, as needed)

How do I enroll? New and Current Families – Summer Program is open to NCA and non-NCA students. Visit our website at www.northshorechristianacademy.org/summerprogram. Follow the instructions on the website to create an iClass Pro account. Once the enrollment has been completed, an email will be sent with the Summer Program Handbook and other information. Completion of enrollment and payment is required prior to Summer Program attendance.

Schedule Changes (add, drop, cancel, waitlist): If you need to make changes to your child's attendance schedule, you must log into your iClass Pro account and submit changes. *There are no paper forms available.*

Add—Additional days may be added by the Wednesday of the prior week if space is available. Please log into your iClass Pro account to add days. Add schedule changes need to be made by Wednesday before the Monday camp date. Availability and deadlines to enroll are enabled on iClass Pro. If the deadline has passed or there is no availability, you will not be able to add the desired changes.

Drop—Once a student is registered and payment has been processed, the committed days or weeks may not be cancelled. Tuition and fees apply and are collected the first of the month for the camp week enrollment during that month. Minimum enrollment is three days per week. Tuition and fees are non-refundable.

Cancel—Once a student is registered and paid, the committed days or weeks may not be cancelled. Fees apply. Minimum enrollment is 3 days per week. Fees are non-refundable. No tuition credits or refunds will be reimbursed for cancellations of weeks or days. Fees are owed for the dates that the Student is registered for.

Waitlist—If a camp reaches capacity, students will be enrolled on a wait list for the camp with a time and date stamp for the request. Wait listed students will be added as an active enrollment to the

camp when a spot opens. The family will be notified via email from iClass Pro when the status changes from waitlist to enrolled.

No Refunds: Tuition will not be refunded for vacations, illnesses, weather related closures, withdrawal, suspension or dismissal of the Student or other missed days.

Before and After Care Charges: Charges are billed each month for services provided in the prior calendar month. Charges are included in your monthly statement from the School. Each session has a one hour minimum charge of \$6.00 and is charged in one-half hour increments of \$3.00 each thereafter. The charge for late pick-up is \$5 for the first five minutes after 6:00 pm. Thereafter, an additional \$1 will be charged per minute. After 6:30pm an additional \$50 late will be added to the late charges. All charges are subject to change in the School's sole discretion.

NSF Check Charge: NSF checks may incur a \$35 fee. This will be added to your balance due.

Payments: The tuition is based on a weekly fee, per Student. All payments for SUMMER PROGRAM must be paid in advance, for the month when the Student is registered in the program. See table below for payment due dates. Online payments can be made upon enrollment, or any time before the due date in iClass Pro. Students cannot participate in the SUMMER PROGRAM until all payments have been received for the current month. If payment is not received by the deadline, your student's spot will be forfeited.

Week Number	Dates	Payment Due	Add Schedule Change Deadline Date
Week 1	6/19-6/23	Due 6/1	Add Deadline 6/14
Week 2	6/26-6/30	Due 6/1	Add Deadline 6/21
Week 3	7/5-7/7	Due 7/1	Add Deadline 6/28
Week 4	7/10-7/14	Due 7/1	Add Deadline 7/5
Week 5	7/17-7-21	Due 7/1	Add Deadline 7/12
Week 6	7/24-7/28	Due 7/1	Add Deadline 7/16
Week 7	7/31-8/4	Due 7/1	Add Deadline 7/19
Week 8	8/7-8/11	Due 8/1	Add Deadline 7/26
Week 9	8/14-8/18	Due 8/1	Add Deadline 8/2
Week 10	8/21-8/25	Due 8/1	Add Deadline 8/9

Billing Questions?

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