

## **NPA Course Fees – Information and Updates for 2020-21**

As you know, while NPA is a public school providing a free and appropriate education for all of its students, we do request fees associated with each student to defray the costs for some school expenses and consumable materials. These include the costs of maintaining our computer network and technology, some of the custodial service expenses for the building, and consumable supplies and materials for many courses (e.g. lab supplies, e-textbooks, subscriptions, sheet music, etc.). This support is key in the school carrying out its mission, and we plan our budget on assumptions about the amount that is paid overall. These payments allow us to enhance our overall program in many ways. Whether you are a new family or a returning family, know that we appreciate your support.

Especially with a new student information system – Infinite Campus – in place for 2020-21, some notes are worth sharing:

**One Place to View & Pay Fees:** You will now be able to view and pay your fees in the same place – the Fees area of your Infinite Campus Account. We think you will find this much more user-friendly than Family Link. While the old payment portal on our website is still open and will be used to handle some miscellaneous payments, the payment portal within Infinite Campus is now the place to make payments to the school. The instructions for accessing your Infinite Campus account should have arrived to you in a separate message.

**More Options for Payments:** The new portal allows for credit card payments as before, but also allows for e-check/ACH payments. Both are secure methods. Using the e-check option does save NPA some service fees, but the choice is yours. For those who may wish to split up the payment of fees over time, the portal allows you to do that in several ways. First, one can choose a flat amount to pay toward the balance. One can also split the total into recurring payments. Or, one could pick and choose some of the posted fees to pay and leave others until later (just put some of the fees into your cart and pay for those at checkout, and leave others to pay in a later installment).

**Timing and Accuracy of the Fees Relative to Schedules:** The fees were posted on July 29<sup>th</sup>, and that means that course fees reflect student schedules as they were on that date. The system is set to assign fees when a course is added, but it unfortunately does not automatically delete a fee when a course is dropped. While we try to delete the fees when changing a student's schedule, you may still see a fee for a dropped course. If that is the case, please simply skip paying that fee, and please drop a quick email to [schedules@northlandprep.org](mailto:schedules@northlandprep.org) to help us know that we still need to delete that fee from your account.

**Due Dates and Reminders:** You will see we have set the due date for fees as the first day of school, August 17<sup>th</sup>. While we of course would love to have 100% of the fees paid from 100% of the families immediately at the start of the year, we completely understand that sometimes circumstances prevent families, especially those with multiple children attending NPA, from paying the fees fully and/or paying them in full at the start of the year. Our new system will

send periodic reminders regarding outstanding balances, but if you have determined a payment schedule, please accept those as friendly reminders rather than nagging. You should simply continue to follow the timetable that you have established for yourself.

**Non-Course Fees:** For fees associated with athletics or extracurriculars, as well as optional items during the year such as AP exam fees, those will be applied separately at a later date, but will show up in the same fees section in your account.

**For Parents Not in the Same Household/Sharing Custody:** It should be the case that each parent will see the same unified set of fees for each student in the portal – the fees are technically assigned to the student rather than the parents. In situations where each parent is set to pay a portion, each parent can simply make his/her own partial payment. We are exploring the feasibility of limiting the outstanding balance reminders to the parent responsible for the remaining fees, but if that should prove impossible or impractical, we apologize in advance for extraneous reminders to those parents who have already paid.

**A Final Note of Thanks:** We believe that transitioning our fees over to our new system will be smoother for everyone involved, but like any transition (especially this summer) it's probably the case that you'll discover or we'll discover some glitches, necessary adjustments, or omissions. For those, we apologize in advance and appreciate your patience and assistance in notifying us so we may get everything correct.

If you have any questions or concerns, please feel free to contact us:

For fee questions related to schedules, contact the Counseling Department via [schedules@northlandprep.org](mailto:schedules@northlandprep.org).

For fee questions related to athletics, extracurricular activities, or tax credit donations, contact Office Manager Jennifer Sommers at [jsommers@northlandprep.org](mailto:jsommers@northlandprep.org).

For other questions about fees, contact Business Manager Steve Danner at [sdanner@northlandprep.org](mailto:sdanner@northlandprep.org).