



North Cross School

CONTINUOUS CONTRACT FREQUENTLY ASKED QUESTIONS

What is a “continuous” enrollment contract?

Unlike annual enrollment contracts, “continuous” contracts remain in place until a child graduates or until a parent or guardian withdraws them. This is similar to the way colleges operate with their enrolled students.

Is the Junior Kindergarten (JK) contract a Continuous Contract?

Yes, the JK (grades JK3 and JK4) contract is a month-to-month contract and a continuous contract. You will not need to submit a continuous contract for grades K through 12. From the start, your child’s contract will be continuous until graduation.

Why do we have a “continuous” enrollment contract?

The main reason we have it is to simplify enrollment for families and for the School. We’re very pleased that over 90% of our students return each year. With such a strong re-enrollment average, the change to a continuous enrollment contract system has greatly simplified the enrollment process for you (our families), and has reduced the amount of administration time demanded during the re-enrollment process.

Is the continuous contract on a “per family” basis or is it “per student”?

It is per student. Families sign a separate contract for each of their children, rather than one single contract for all of their children.

Does a continuous contract mean that we only have to sign my contract one time?

Yes, unless there are changes as to whom is the responsible party. After you sign the continuous contract, it will continue until your child graduates or until you notify North Cross that you intend to withdraw.

Will I still receive notices about re-enrollment each year?

Yes, you will still receive notices about enrollment. The difference is that your notices will be about things that may change—like changes in tuition, deadlines, and a reminder for you to update your personal information.

Do I need to make any changes on my Student billing?

Each year, make sure to check your student billing account to see if you need to make any changes like payment schedule, address, and bank information. Review your account for accuracy and make any changes to your FACTS Financial student account through the FACTS Parent Portal.

What if the person who initially signed the continuous contract is no longer responsible for a currently enrolled student?

In circumstances like divorce, death, or separation, a new contract will be issued requiring signatures from the new responsible party.

When we first enroll a student, who needs to sign the contract?

New enrolling families need to sign the enrollment contract. We require signatures from parents or guardians who are legally and financially responsible for the student.

How am I bound to the contract?

You sign the contract initially and pay a deposit. After that, the contract renews each year on February 15th and you will be billed a non-refundable enrollment deposit in your next month’s bill. This deposit is applied to your next year’s tuition. Procedures and timelines are outlined below, should you decide to withdraw at a later date.



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What do I need to do if I am not sure about committing my child to stay enrolled?

You don't need to do anything if you wish for your child to remain at North Cross. However, if you wish to withdraw your child, you will need to notify North Cross in writing by the February 15 deadline provided each year or contact the Admission office to discuss your situation.

What are my tuition payment options?

We have one-payment, two-payment, and 10-month payment options. There is no interest added for any of the multi-payment options; however there is a convenience fee of \$175 per family to process and bill 10-month payment plans.

Will I be required to pay something when we enroll each year?

Yes, you will. Every year you will pay a per student, non-refundable enrollment deposit which will be billed to your student account and applied to your next year's tuition. The per student enrollment deposit is \$250.

Why does North Cross School require a non-refundable enrollment deposit?

A per student non-refundable enrollment deposit (applied to your next year's tuition) represents a contractual commitment by families to the School for the next school year.

What is the deadline if I decide to withdraw my child and how must I communicate this to North Cross?

The deadline is February 15. If notice is received by the School by 4 p.m. EST February 15, your non-refundable enrollment deposit will not be charged and your child will not be guaranteed a spot for next year. This written communication must be received by the Business and Enrollment Offices (email enrollmentdecline@northcross.org) by the annual enrollment date of February 15.

What if I withdraw and decide to enroll at a later date (after February 15)?

Should you change your mind and decide to enroll your child and sign a new enrollment contract after you have withdrawn (before the February 15 deadline) you will have to pay your \$250 per student non-refundable enrollment deposit plus a late enrollment fee of \$150 per student.

In addition, if you have been awarded a Tailored Tuition, your withdrawal will cancel your financial aid and your Tailored Tuition will have to be re-evaluated.

In the end, it is less expensive and more certain to secure your child's spot than to disenroll and then try to re-enroll at a later date when there may not be room.

Why is the deadline in February?

Most independent schools collect re-enrollment contracts in January/February. At this time, the School develops its pro-forma budget for the next year, enabling the School to enter into employment agreements with its faculty and staff. It is also important that the School determine the number of spaces available for new students who will be offered admission, allowing new families to plan their commitments.

When does the North Cross contract become binding?

The contract becomes binding on June 1 of each year. North Cross School's enrollment contract is explicit in establishing May 31 as the final day to withdraw your contract. This is the date by which your contract has to be canceled without the enrolling family becoming irrevocably bound and fully responsible for the full tuition and fees for the full school year.

Cancellation of any enrollment contract must be done in writing by the parent/guardian (email



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enrollmentdecline@northcross.org) and received by the Business Office by 4 p.m. EST May 31.

If I withdraw my child after the full tuition becomes binding, am I able to get a refund of my tuition?

No, unless you have elected and enrolled in the Tuition Refund insurance program.

If I think there is a chance I may withdraw my child, what do I need to know about the Tuition Refund insurance program?

The Tuition Refund Program (TRP) is insured through Dewars, a third party. The School does not receive any compensation from this program and does require all first-year families to purchase it. After the first year, it is optional for parents. The cost of the insurance program is 1.8% of your tuition.

A child must attend for 14 consecutive school days from their first day of school for the program to be effective and reimburses a prorated amount of tuition based on the reason for withdrawal.

If I do not enroll in the Tuition Refund insurance plan, and have to withdraw my child unexpectedly, would the school release me from my contract and tuition due?

The school will consider your request and, upon review, in special circumstances may determine that it may release you from your contractual obligations. If you believe this may happen, please speak with the finance office as soon as possible.

How and when will I learn about next year's tuition cost?

At its January meeting each year, the North Cross School administration and Board of Trustees sets tuition and fees for the upcoming academic year and the Head of School communicates the new Tuition and Fees Schedule to families. The 2026-27 Tuition and Fees Schedule will be published by the Board of

Trustees no later than February 1, 2026 and amounts will be posted on the School's website. Any changes to the contract or Tuition and Fees Schedule will be announced at this time.

If parents separate, divorce, or remarry who do we need to notify and what process do they follow?

You will need to go to the Business Office and obtain an amendment form. This form captures key information that affects your contract. You will need to complete the form and return it to the Finance Office who will guide you with changes that need to be made.

What are the key dates I need to remember?

DECEMBER 15, 2025

2026-27 Tailored Tuition Applications Due

All families currently receiving a Tailored Tuition must submit their Tailored Tuition application for each child and apply for 2026-27 Tailored Tuition through FACTS Financial Aid by December 15, 2025. If you are a current family not on a Tailored Tuition and wish to be considered for a Tailored Tuition for 2026-27, you must also apply by December 15, 2025. You may start your application at: <https://online.factsmgt.com/aid>.

FEBRUARY 1, 2026

2026-27 Tuitions Announced

Tuition for 2026-2027 is approved and announced.

FEBRUARY 15, 2026

2026-27 Withdrawal Deadline

Withdrawal notice deadline. Late enrollment fee applies after this date.

JUNE 1, 2026

2026-27 Contracts Binding

Contract and full tuition amounts become binding. Notice of withdrawal must be received by North Cross's Business and Enrollment Offices by **May 31**.