



New Covenant Christian Academy

2017-2018

Diploma Program Handbook

Grades 7-12

*Equipping the next generation by working
with parents in educating and training
from a Biblical worldview*

Basic Skills Assessment and Educational Services

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Diploma Program Overview

Founded in 1994, New Covenant Christian Academy's Diploma Program provides academic support for home schoolers nationwide in the seventh through twelfth grades. We are not state or federally funded, nor is our diploma accredited or regulated by government standards. Taking this position ensures that the academic and religious freedom we and your children enjoy is not compromised. Our intent is to assist parents as they educate and train their students toward academic and vocational excellence allowing the Bible to inform all subjects. We're pleased to say that students graduating from NCCA have been accepted at both public and private colleges and universities nationwide.

The Diploma Program provides the following services:

- Assistance with course and curriculum selection
- Two 45 to 60-minute advising and evaluation sessions, one at the end of each semester
- Two 30 to 45-minute advising sessions at the parent's request at the end of first and third quarters
- A grade report for students in grades 7-8
- A transcript for students in grades 9-12
- Telephone/e-mail support to answer brief questions throughout the year
- One letter of recommendation that can be submitted to an unlimited number of colleges
- Completion of applications for scholarships, early admissions, etc. may be subject to additional charges
- Unlimited transcript creation as requested by prospective colleges and universities
- Transfer of all previously earned credits from private and public schools
- Maintenance of your transcript for future access indefinitely
- Credit recovery and transcription of previous school years at a special rate
- A diploma awarded at a commencement ceremony when graduation requirements are met

High School

Graduation Requirements

Two requirements must be met for your student to earn and be presented a New Covenant Christian Academy diploma:

- Completion of twenty-six units as outlined in this handbook
 - An account balance that is paid in full.
- Note: In addition to normal tuition, graduating seniors are billed a \$95 senior fee

Graduation Requirements

(1 Unit = 2 semesters/1 year of study 1/2 Unit = 1 semester)

<u>Required Courses</u>	<u>Units</u>
English	4
Math	3
Physical Education	1
Science	3
Social Studies	3.5
Community Service	1
Health	.5
Communications	.5
Personal Finance	.5
Career Development	.5
<u>Electives</u>	<u>8.5</u>
<i>Total Units Required</i>	<i>26</i>

The number of units and course content required for graduation was based upon a survey of graduation requirements of various states. Some states require as little as 16 units to graduate with the average requirement being 21 to 23. While you may wish to model your course of study to more closely reflect your state's requirement, our standards for graduation remain the same. Please visit the Education Commission of the States at <http://ecs.force.com/mbdata/mbprofall?Rep=HS01> for graduation requirements.

Course Standards

English (4 units, graded)

9th and 10th grade courses usually consist of one or more of following elements below:

- Grammar/Composition/Writing
- Vocabulary
- Literature – surveys or in-depth studies of at least two of the following: World, British, American, Classical, or Shakespearean Literature.

11th and 12th grade courses may follow the same pattern, however a formal course in writing is strongly suggested.

Courses emphasizing formal writing, journalism, publications, theater/speech arts may also be used to satisfy the English Studies requirements.

Math (3 units, graded)

Algebra I is required of all students. College bound students whose focus will be math/ science or who will be taking the SAT as an entrance requirement by four year colleges and universities should take Algebra 2, Geometry, and beyond. A variety of math courses satisfying the other 2 units include Accounting, Bookkeeping, Business Math, Consumer math, Pre-algebra, Statistics & Probability.

Physical Education (1 unit, pass/fail)

The objective of this course is to promote fitness. Aerobic, strength training, and recreational or competitive sports may be used to satisfy this requirement. Other activities (chores) resulting in increasing the heart rate or increasing muscle mass are also acceptable. Typically, a maximum of two units may be counted toward graduation requirements, but more may be earned at the discretion of your Diploma Program Advisor.

Science (3 units, graded)

One unit in the category of life science and one unit in the category of non-life science (i.e. Physical Science, Chemistry, Physics, Geology) is required. A variety of science courses to fulfill the third unit include culinary science, horticulture, equestrian science, computer science, mechanical science, and fabric, textile, and design applications. Of the three courses, one must be lab based.

Social Studies (3.5 units, graded)

One unit of United States history (includes events from the 15th century explorers up to and including the 20th century) and one half unit of United States Government (a study of the U.S. Constitution, along with federal, state, and local governments) is required. The following courses may be used to satisfy the remaining two units include:

- World Geography -- map work along with a textbook is required
- World History -- a survey of events from man's beginning up to and including the 20th century
- Ancient History
- Historical Studies (subject specific)

- Economics – a study of the American economic system and a survey of other economic systems.
- Political Science
- Sociology

Community Service (1 unit, pass/fail)

May include volunteer work at a Pregnancy Resource Center, political action groups, hospitals, nursing homes, the Salvation Army, Big Brother Programs, coaching little league, OMSI, etc. as well as church ministries. This may be fulfilled by a variety of activities totaling 108 hours and may be completed over the course of more than one year. Typically, a maximum of two units may be counted toward graduation requirements, but more may be earned at the discretion of your Diploma Program Advisor.

Health (.5 unit, graded)

A high school level text may be used or this course may be self-designed in which the content is customized to fit family needs, beliefs, values, and traditions. A Health course packet using *Total Health: Choices for a Winning Lifestyle* by Susan Boe is available through Basic Skills. This course provides a traditional textbook study and includes a variety of projects which may be completed to obtain either a semester (.5 unit) or full credit (1 unit).

Communication (.5 unit, graded)

Choices include Speech, Debate, Drama, and Journalism, or a combination thereof. Performance experience is recommended.

Personal Finance (.5 unit, graded)

A study including Biblical philosophy and practical application is recommended. A course packet using a combination of books with study guides and “hands on” projects is available through Basic Skills which can be completed to earn either one (.5 unit) or two semesters (1 unit) of credit.

Career Development (.5 units, graded)

A semester (.5 unit) course in career development is required. Two career development course packets (one with a small business focus, the other with general applications) are available through Basic Skills.

Electives (8.5 units, graded or pass/fail)

Electives are comprised of courses not categorized above, or additional units earned above and beyond the minimum graduation requirements. If your student is interested in a course not listed, please check with your advisor. It is recommended that students use elective credits to further expand their skills and knowledge base in areas of interest and sense of God’s calling upon their life.

Courses Listed May Fulfill Course Requirements and/or Electives

English

African American Literature
 American Literature
 Ancient Literature
 Biblical Literature
 British Literature
 Classical Literature
 Creative Writing
 English Composition
 Grammar
 Interpersonal Communications
 Journalism
 Poetry Writing
 Shakespeare
 Speech
 Vocabulary
 World Literature

Mathematics

Accounting/Bookkeeping
 Algebra: Pre, Algebra I, Algebra II,
 Algebra III
 Business Mathematics
 Calculus
 Construction Mathematics
 Geometry
 Integrated Mathematics
 Personal Finances
 Statistics & Probability
 Trigonometry

Social Studies

American Government
 American History
 Ancient History
 Art History
 Asian History
 Biblical History
 Career Development or Internship
 Economics
 Geography
 Humanities
 Interpersonal Communications
 Military History or Science
 Philosophy
 Psychology

Science

Agricultural Research, Science, or
 Technology
 Anatomy & Physiology

Appliance Repair
 Aquaculture Science
 Auto Mechanics
 Aviation
 Biology
 Chemistry
 Climatology
 Earth Science
 Electronics
 Environmental studies
 Equestrian Skills/Equine Studies
 Forest Technology
 General Science
 Geology
 Horticulture
 Machines
 Meteorology
 Microbiology
 Military Science
 Nutrition
 Oceanography
 Physical Science
 Space Science
 Textile and Design
 Veterinary Studies
 Zoology

Fine Arts

Acting/Drama
 Band
 Building Construction or Restoration
 Ceramics
 Choir
 Creative Arts
 Culinary Arts
 Dance
 Drama
 Drafting
 Drawing
 Interior Design
 Landscape Design
 Music Appreciation, History, Studies,
 Theory or Composition
 Orchestra
 Painting
 Pottery
 Photography
 Sewing/Fashion Design
 Theatre
 Video Production
 Wood Working

Health

Child Care
 Nutrition

Business

Agricultural Business
 Banking
 Business Administration or
 Management
 Career Development or Internship
 Economics
 Forest Management
 Merchandising

Computer

Computer Applications
 Computer Programming
 Computer Graphics
 Typing/Keyboarding
 Web Design

Foreign Language

American Sign Language
 Chinese
 French
 German
 Greek
 Hebrew
 Italian
 Japanese
 Latin
 Spanish

Physical Education

Baseball
 Cardio exercises
 Dance
 Equestrian Skills/Equine Studies
 Martial Arts
 Personal Fitness
 Self Defense
 Weight Training

Other

Community Service
 Drivers Education

Suggested Yearly Schedule

9 th Grade	New Covenant Christian Academy	
Subject	Semester Grades	
	1 st Semester	2 nd Semester
English	.50	.50
Math	.50	.50
Social Studies	.50	.50
Science	.50	.50
Physical Education	.50	.50
Elective	.50	.50
Elective	.50	.50
Semester Units	3.50	3.50
7.0 units total		

10 th Grade	New Covenant Christian Academy	
Subject	Semester Grades	
	1 st Semester	2 nd Semester
English	.50	.50
Math	.50	.50
Social Studies	.50	.50
Science	.50	.50
Health	.50	
Communications		.50
Elective	.50	.50
Elective	.50	.50
Semester Units	3.50	3.50
7.0 units total		

11 th Grade	New Covenant Christian Academy	
Subject	Semester Grades	
	1 st Semester	2 nd Semester
English	.50	.50
Math	.50	.50
Social Studies	.50	
Community Service	.50	.50
Science	.50	.50
Elective	.50	.50
Elective	.50	.50
Semester Units	3.50	3.00
6.5 units total		

12 th Grade	New Covenant Christian Academy	
Subject	Semester Grades	
	1 st Semester	2 nd Semester
English	.50	.50
Social Studies	.50	.50
Personal Finance	.50	
Career Development	.50	
Elective	.50	.50
Elective	.50	.50
Elective		.50
Semester Units	3.00	2.50
5.5 units total		

Transferring Course Work

NCCA's Diploma Program transcripts have been accepted by private high schools and some public schools. However, there is no uniform policy regarding the transfer of units within the public school system. Districts are free to set their own policies.

If you anticipate transferring to an on-campus school, meeting with the vice-principal of curriculum or a counselor of the prospective school is recommended. This will clarify which courses, if any, will be accepted before beginning the Diploma Program.

Out-Sourced Courses

Students may utilize a number of options available through public schools, private schools, online schools, support groups or community colleges to compliment home instruction and meet graduation requirements. Because there is no uniform standard for these courses, the Diploma Program Advisor will evaluate the courses in light of NCCA's requirements and award units. Plan to submit a transcript or grade report along with coursework for evaluation, if needed, to your Diploma Program Advisor.

Simultaneous Enrollment in Community College

Home schooled students who are 16 or 17 years old may earn high school units and college credits simultaneously by attending classes at a community college. Chemistry, physics, calculus, foreign language, composition and vocational training are some of the courses of interest to home schooled students. Call the Office of Admissions at your local community college for details regarding admission.

It is each parent's responsibility to provide an official copy of the college transcript to their Diploma Program Advisor upon request in order for the course work to apply toward high school graduation requirements. Awarding high school units for community college courses is dependent on the course levels and credits.

Courses numbered 1 to 99: 8-9 credit hours of coursework receives 1 unit for high school

Courses numbered 100 and above: 3-4 credit hour course receives ½ unit for high school
5-6 credit hour course receives 1 unit for high school

Grading Requirements

All students are required to maintain a "C" or better average for each academic semester.

Graduation Ceremony

A formal graduation ceremony is held each June at a local church in the Portland/Metro area. While all graduates and their families are invited to participate, attendance is optional. Graduates wear the school colors of hunter green caps and gowns. Parents join their graduate on the stage to receive the diploma and speak a blessing or charge to their son/daughter. A reception follows.

Valedictorian

Each year one or more valedictorians are chosen by Diploma Program Advisors. If attending the graduation ceremony, this student may be asked to deliver a commencement speech. Along with this honor, many colleges award valedictorian scholarships. For students to be considered for this honor, the qualifications are:

- Enrolled in the Diploma Program for 3 years
- Dedicated to and demonstrating academic excellence
- Involvement in extra-curricular activities and community service or ministry.

Transcripts

After the completion of the first semester and final appointment for the school year, a transcript copy showing semester grades, units earned and cumulative grade point average (GPA) will be emailed to the student's parents. A copy of this transcript is kept electronically and maintained by New Covenant Christian Academy.

Upon request, official transcripts are sent to colleges. Parents must allow three to five business days for the transcript to be sent.

Middle School

Course Work

Courses completed by seventh and eighth graders in the Diploma Program help prepare them for high school. Grades based on daily work, quizzes, tests, and projects are recorded at the end of each semester. Students may earn high school credit if the books they are using are the same as those used in grades nine to twelve.

Grade Report

A grade report will be emailed to the student's parents after each quarterly meeting. This report lists grades for courses completed during the year and is kept electronically and maintained by New Covenant Christian Academy.

Testing at Home

Tests are to be administered by a parent. To maintain grade integrity, tests are typically given as closed book, but some exceptions may be made. Open book tests or re-tests must be approved by the Diploma Program Advisor. This type of test must be clearly noted as such on the *Record of Grades* form.

Keeping Records at Home

Keeping accurate records of completed course work is essential in the Diploma Program. To be awarded units, a *Record of Grades* or *Course Journal* form, or another means of approved documentation (spread sheet, word processed records, etc.) must be completed and submitted to your Diploma Program Advisor for each course the student is taking. Typically, the *Record of Grades* form is used for courses in which the student is to receive a letter grade, and the *Course Journal* for pass/fail courses. Parent signatures at the bottom of each form are required to insure the integrity of these records.

A link to these downloadable PDF forms will be emailed to you after the application process is complete. You can then save these documents to your computer for future use. *These forms are the intellectual property of Basic Skills and are intended for use by Diploma Program families only.*

Grading Scale

Percentage:	Grade:	Grade Points:
90-100	A	4.0
80-89	B	3.0
70-79	C	2.0
60-69	D	1.0
59 or below	F	None

Record of Grades Form

As mentioned above, this form is typically used for courses in which the student is to receive a letter grade. Use a separate form for each graded course. This grade may be based on a combination of daily

work, quizzes, tests and special projects as determined by the parent and their academic advisor. This work must be scored and recorded on the form by the parent. Enter each activity on the form as follows:

Quarter: The quarter (1st, 2nd, 3rd, or 4th) for which this activity grade should be applied

Date: The date of the activity

Activity: Identify the activity – daily work, quizzes, tests, etc. Some parents find it helpful to identify activities by recording these scores in different colors (e.g. red = tests; blue = quizzes; black = daily work)

Right/# Possible: Number of items the student answers correctly over the number of items asked

Percentage: Divide the number right by the number possible, then multiply by 100%

At the end of each quarter, average the scores for each type of activity completed (e.g. average daily work, quizzes, tests, and/or projects). Record these averages separately at the bottom of the sheet. Weighting of scores for each type of activity may be determined at the first quarter or semester meeting. The Diploma Program Advisor may help determine the weight of each activity in order to calculate the quarterly grade. (Note: some parents choose to base grades on tests only or tests, quizzes, and daily work.) A suggested example of weighting is:

<u>Weight of the Activity</u>	<u>Average for each type of activity</u>	<u>Calculation of grade</u>
25% Daily work	Daily Work Average = 86%	$86 \times .25 = 21.50$
25% Quizzes (if any)	Quiz Average = 91%	$91 \times .25 = 22.75$
25% Special Projects	Two Research Papers = 82%	$82 \times .25 = 20.50$
25% Tests	Test Average = 92%	$92 \times .25 = 23.00$

Quarter Grade 87.75%

Skip two lines or begin a new form for each quarter. *See the sample below.*

New Covenant Christian Academy
Record of Grades

Student _____ Course _____ Grade Level _____

This is a record of grades as measured by daily work, quizzes, tests, etc. for this course. At the end of each quarter, record the quarter totals, then skip two lines before beginning records for the next quarter. (Refer to the *Handbook* for complete instructions.)

Quarter	Date	Activity	# Right/# Possible	Percentage
1 st	09/08/09	Review, Chapter One	19/20	95%
1 st	09/09/09	Quiz One, Chapter One	17/20	85%
1 st	09/10/09	Test One, Chapter One	93/100	93%
1 st	09/15/09	Review, Chapter One	18/20	90%
1 st	09/16/09	Quiz One, Chapter Two	18/20	90%
1 st	09/18/09	Quiz Two, Chapter Two	19/20	95%
1 st	09/19/09	Test One, Chapter Two	89/100	89%

Course Journal Form

This form is used for recording time spent on courses in which the student is to receive non-graded credit as indicated by a *P* (pass) on the transcript. Fifty-four (54) hours of course work activities earns one-half unit. Typically, students need to work three hours per week to fulfill one semester's work. These courses are to be completed within a twelve-month period starting September 1st and ending August 31st. Classes, such as physical education, may be extended beyond the August 31st deadline with your academic advisor's approval. Students are allowed to fill out this form as long as it is totaled and signed by the parent. Complete this form as follows:

Quarter: Current quarter (1st, 2nd, 3rd, or 4th)

Date: The date the activity was completed

Activity: Identify the activity

Total Minutes: Total the minutes for this activity from beginning to end (round to the nearest 5 minutes)

At the end of each quarter, parents total the number of minutes recorded for course activities during the quarter, and sign the form. This signature verifies the integrity of the record.

Skip two lines or begin a new form for each quarter. *See the sample below.*

New Covenant Christian Academy

Course Journal

Student _____ Course _____ Grade Level _____

This is a record of time spent completing class activities. At the end of each quarter, record the total time spent. Skip two lines between quarters. (Refer to the *Handbook* for complete instructions.)

Quarter	Date	Activity	Total Minutes
1 st	9/08/09	Volleyball	60
1 st	9/09/09	Weightlifting	60
1 st	9/10/09	Jogging	30
1 st	9/15/09	Volleyball	60
1 st	9/18/09	Jogging	30
1 st	10/05/09	Bicycling	90
1 st	10/08/09	Volleyball	60

Appointments

Scheduling Appointments

Parents and students must meet with their academic advisor at the end of each semester (2nd and 4th academic quarters, see *Diploma Program Calendar*). Meeting at the end of first and third quarters is optional, but recommended if you have questions regarding the use of your curriculum, grading, etc. Remember, you may call or email the office at any time to get a general question answered by our

registrar; you don't have to wait until the first meeting with your advisor. For student specific questions, please email your advisor.

Semester appointments take about forty-five minutes to an hour. During this time, your advisor will review your student's *Record of Grades* and *Course Journal* forms and support documentation (if coming to our campus) for the two quarters making up the semester. The support documentation includes the tests, quizzes, samples of daily work and possibly written summaries of course experiences and exposures, etc.

You will be contacted, by email or phone, regarding scheduling diploma program appointments. It is the parent's responsibility to respond and suggest two or three possible days and times to meet. Your Diploma Program Advisor or one of our office staff will confirm the day and meeting time. For long distance families, your appointment will be conducted by phone in which your advisor will place the call to you on the agreed upon day and time. For local families, meetings will take place at our campus in Oregon City.

Items to Bring

The following is *essential* for semester appointments:

1. Completed *Record of Grades* forms with scores totaled
2. Completed *Course Journal* forms with hours totaled and signed by a parent
3. All of the student's tests, quizzes, daily work, etc. applicable to course grades
4. Any questions you have

Local families should bring the above with them to their appointments. The samples requested are at the discretion of the academic advisor and may vary.

Work samples will be requested of long distance families following the final (second semester) meeting. Long distance families should mail, or scan and e-mail the requested work samples *within a week* following this final appointment. If you mail the above, we strongly recommend delivery services offering trackable delivery. Be sure to include a check for the same amount it cost you to mail the samples so we may return them to you.

Missed Appointments

If you are unable to keep an appointment (including a scheduled phone appointment), we request that you notify your advisor as soon as possible, preferably at least two days prior to the scheduled appointment. Rescheduling appointments is the responsibility of the parents. Those who miss two appointments without giving advanced notice may be dropped from the program.

General Information

School Code – 380782

Students enrolled in the Diploma Program may use NCCA's school code when taking the college entrance exams (PSAT, SAT, ACT). A copy of the student's scores can be mailed to NCCA and, at the parent's request, included on the transcript.

Commitment Agreement

For online applications, parents should check the *I Agree to the Commitment Agreement* on the Commitment Agreement Form. Checking this box affirms the following commitments, both by you and Basic Skills Assessment and Educational Services:

Basic Skills Commitments -- We will provide the following services:

- Assistance with course and curriculum selection
- Two 45 to 60 minute advising and evaluation sessions, one at the end of each semester
- Two 30 to 45 minute advising sessions at the parent's request at the end of first and third quarters
- A grade report for students in grades 7-8
- A transcript for students in grades 9-12
- Telephone/e-mail support to answer brief questions throughout the year
- One letter of recommendation that can be submitted to an unlimited number of colleges
- Completion of applications for scholarships, early admissions, etc. may be subject to additional charges
- Unlimited transcript creation as requested by prospective colleges and universities
- Transfer of all previously earned credits from private and public schools
- Maintenance of your transcript for future access indefinitely
- Credit recovery and transcription of previous school years at a special rate
- A diploma awarded at a commencement ceremony when graduation requirements are met

Family Commitments

1. That you have read and agree to follow the procedures in the NCCA Diploma Program Handbook.
2. That all tests and quizzes will be closed-book and without help. Open-book tests and quizzes must be approved by your Diploma Program Advisor.
3. That all work recorded on the *Record of Grades* form is scored and recorded only by a parent; that all work recorded on the *Course Journal* is confirmed and totaled by a parent.
4. That Basic Skills Assessment & Educational Services/NCCA are advisory and supportive only and that the above-named family bears sole responsibility for the use and implementation of these services.

Statement of Faith

New Covenant Christian Academy, as its name implies, is Christian-based. It is also inter-denominational. As a staff, we support the Apostles and Nicene Creeds as expressed below:

The Apostle's Creed:

I believe in God, the Father almighty, creator of heaven and earth.

I believe in Jesus Christ, his only Son, our Lord

He was conceived by the power of the Holy Spirit and born of the Virgin Mary.

He suffered under Pontius Pilate, was crucified, died, and was buried.

He descended into hell.

On the third day he rose again.

He ascended into heaven and is seated at the right hand of the Father.

He will come again to judge the living and the dead.

I believe in the Holy Spirit, the holy Catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and the life everlasting.

Amen.

The Nicene Creed:

We believe in one God, the Father, the Almighty, maker of heaven and earth, of all that is, both seen and unseen.

We believe in one Lord, Jesus Christ, the only Son of God eternally begotten of the Father, God from God, Light from Light, true God from true God, begotten, not made, one in being with the Father.

Through him all things were made. For us men and for our salvation he came down from heaven:

By the power of the Holy Spirit he was born of the Virgin Mary, and became man.

For our sake he was crucified under Pontius Pilate; he suffered, died, and was buried.

On the third day he rose again in fulfillment of the Scriptures;

He ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead, and his kingdom will have no end.

We believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father and the Son.

With the Father and Son he is worshiped and glorified. He has spoken through the prophets.

We believe in one holy catholic and apostolic Church. We acknowledge one baptism for the forgiveness of sins. We look for the resurrection of the dead, and the life of the world to come.

Amen.

Legal Obligations for Home Schooling

For legal obligations particular to your state, please go to the Home School Legal Defense Association (<http://www.hslda.org/laws/>). You can access an easy to read summary of the statutes and rules regulating home schooling in your state by clicking on the map. For those in Oregon, a detailed summary can be requested from the office or found on our website under *Testing Services*.

Financial Information

Application and Tuition Fees

The first year a student applies for the program there is a non-refundable one-time application fee of \$63. Yearly tuition is \$441 per student.

Transcription Fees

Once enrolled in the Diploma Program, students may have up to a maximum of two years' credits recorded onto their transcripts from previous years. These credits may be applied toward graduation requirements. A minimum fee of \$100 is applied to each year where previous transcription is needed. There is no transcription charge for course work completed at another school.

Senior Fees

For graduating seniors, a \$100 senior fee is applied. This fee covers the cost of the commencement ceremony, official transcripts, diplomas and covers, and future document support. This fee applies to all Diploma Program graduates, regardless of participation in the commencement ceremony. For seniors who need more time to complete coursework after August 31st, a \$100 extension fee per quarter is applied.

Billing

For returning clients who desire to make monthly payments, automatic billing through PayPal is available by nine payments of \$49 each. For those who wish to pay in full at the time of enrollment, payments can be made by cash, check, and credit or debit card over the phone or online. For previously enrolled students who do not wish to continue the program for the following year, simply contact our office notifying us of your decision. All balances must be paid in full by May 18, 2018. Grade reports, transcripts, and diplomas will be withheld if there is an outstanding balance.

Refunds

Refunds are calculated from the date a family notifies the registrar of their intent to withdraw from NCCA. A \$25 administration fee will apply per student withdrawn. If the notification is received by the 15th of the current month, a refund for that month and consecutive months will be issued. If after the 15th, full payment is due for that month. Application fees are non-refundable. For practical reasons, amounts less than \$5 will not be refunded. Records are not released until any outstanding balance is paid in full.

2017-2018 School Calendar

Suggested schedule, individual family calendars may vary.

First Quarter

September 5

November 3

Classes Begin

End of 1st Quarter**Second Quarter**

November 23-24

December 18-January 1

January 12

Thanksgiving Break

Christmas Break

End of 2nd Quarter**Third Quarter**

March 16

March 26-30

End of 3rd Quarter

Spring Break

Fourth Quarter

May 19

June 7

End of 4th Quarter

Commencement Ceremony