

## FINANCIAL POLICY FOR SEPARATED OR DIVORCED PARENTS

1. For each family with one or more students enrolled, NLCS will maintain **one payment account** within FACTS, our online tuition payment processing system, for tuition and fees.
2. At the request of a parent or legal guardian, statements reflecting activity on this account and the current balance and payment due information will be provided.
3. FACTS will accept online or telephone payments either by the main account holder or authorized user to be determined by the main account holder. Funds received in this way will be posted to the account. The account status (“current” or “past due”) will be determined with regard to the account, not any individual making payment. **Please call the FACTS Parent Help Line at 866-441-4637 if you have questions as to how to go about setting up an authorized user.**
4. **NLCS will not keep separate accounts to accommodate separated or divorced parents who share financial responsibility.**
5. Accounts past due or delinquent may result in collections action and suspension of services to the child(ren) regardless of the individual source of the deficiency.

*The practical effect of this is:*

*We will not permit split financial accounts for separated or divorced parents.*

*Arrangements to divide financial responsibility, whether voluntary or in consequence of court order, are entirely the responsibility of separated or divorced parents, acting in cooperation with each other. Separate payments towards the single account will be accepted by FACTS, but only if the primary account holder has allowed an additional authorized use. NLCS will not hold individual parents separately responsible, and all communication about the financial account will be made to the parties jointly, using the one address on record for the account, an address to be established by the separated parents cooperatively.*