



# NORTH BROWARD PREPARATORY SCHOOL

A NORD ANGLIA EDUCATION SCHOOL

## Business Office | Frequently Asked Questions

**Where is the Business Office located?** Enter the South gate, make your first right into the gravel parking lot and we are the second building on the right.

**What are the hours of the Business Office?**

Monday thru Friday 8:00 am - 4:00 pm.

(Hours may vary during school breaks, summer and holidays)

**How can I reach the Business Office?** The Business Office can be reached by calling 954-247-0013 or emailing [businessoffice@nbps.org](mailto:businessoffice@nbps.org).

*Please send only one email or leave only one message. We will get back to you in the order received. Your patience is appreciated.*

**Can I pay online or access my bill?** At this time, we do not have an online portal. If you have questions about your statement or would like to make a payment please contact the Business Office by phone: 954.247.0013 or by email: [businessoffice@nbps.org](mailto:businessoffice@nbps.org).

**When will I receive my statement?** Statements are typically sent between the 15th and 18th of each month.

**When are payments due? When will my payment be processed?** Payments are due/processed between the 1<sup>st</sup> day and 5<sup>th</sup> day of each month.

**Are late fees charged?** All accounts are subject to late fees.

**If paying via check, who do I pay to the order of and where do I send?**

Please make payable to : North Broward Preparatory School

Send to:

North Broward Preparatory School

7600 Lyons Road

Coconut Creek, FL 33073

Attention: Business Office

*\*\*\*Please be sure to include the student's name on your check.*

**What payment methods are accepted?**

ACH transfers, Wire Transfers, Cash, Check, Money Order, Visa, MasterCard, American Express and Discover.

*\*\*\*If you have provided us with an Authorization form for the current school year, there is no need to resend. Please note: a new form is required for every school year.*