

Christian Educators Resource Center

Tuition Policy for 2009-2010

An annual Family Enrollment Fee of \$75 is due at the time of enrollment in order to hold the student's position in a class. The Enrollment fee is effective from August 1st to July 31 of the next summer and is non-refundable. A Spring/Summer Enrollment Fee (effective January 1st to July 31st) will be discounted and accepted for Spring and Summer classes and camps. There may be a \$10 Early Enrollment discount or a \$25 Late Enrollment Fee due at the time of enrollment. Please refer to the calendar for correct dates and amounts.

Materials fees are also due at time of enrollment. Please make out your check(s) payable directly to the teacher(s). Materials fees are non-refundable. In the case of a cancelled class by CERC, material fee checks will be shredded.

Monthly Tuition: \$40 1 hour class per week Discount for siblings in same class: \$10 per month
 \$50 1½ hour class Discount for Volunteer Service/class: \$5 per month
 \$60 2 hour class, unless otherwise noted

Monthly tuition checks are due the week (Mon-Thur) of the following dates :

1st Semester: August 24, 2009 September 28, 2009 November 2, 2009 November 30, 2009
2nd Semester: January 11, 2009 February 1, 2009 March 1, 2009 April 5, 2009 May 3, 2009

Penalty for late payment: All payments received after 4 pm on the Thursday of the due dates are considered late. Failure to remit payment by the next Monday after 4 pm will result in a \$10 late charge per week. Students will not be able to return to class after three weeks of non-payment. After a month, the student will be regarded as dropping the class and all penalties will become due according to the Drop Class Schedule. In the event of unexpected circumstances that affect current tuition payments, families need to communicate their needs to the Director of Education quickly and personally.

CERC is not required to pro-rate tuition due to missed class(es) for illness, family issues, vacation, etc. However, if a class is officially cancelled due to the teacher's absence, CERC will pro-rate the following month's tuition for the class missed unless a make-up class is held or instruction given by email/mail.

Drop Class Schedule: In the event, you may need to withdraw a student from a class, it must be submitted in writing by completing the Add/Drop Form to the Director of Education and the following will apply. Any tuition already paid is nonrefundable. Penalty amount changes made be made on a case by case evaluation by the Director of Education.

Up to	Required Drop Penalties
30 School Days	No penalty
60 School Days	25% penalty of remaining class year tuition
90 School Days	50% penalty of remaining class year tuition
Remaining Days of Class	100% penalty of remaining class year tuition

All penalties may apply to students who are dismissed from class(es) due to disciplinary action. By enrolling your student in a class, families agree to fulfill your commitment to the class. Under extreme circumstances, the penalties may be waived after evaluation by the Board of Directors.

I have read and agree to pay all monthly tuition amounts as stated above, and I agree to abide by the Drop Class Schedule as defined. I understand that if I fail to pay the tuition and any penalties, I forfeit the right to return another year until I have paid my debt.

Signature: _____ Date: _____