

Christian Educators Resource Center

Teacher Payment Schedule and Discount Policy

Teacher Responsibilities:

Teachers agree to keep their own financial records responsibly and report their income to the IRS. Form 1099-Misc will be issued to all teachers, and income reported to the IRS in accordance with IRS guidelines. No W-2 forms will be issued, or taxes withheld, by CERC. Student late fees will be handled by CERC and parent inquiries for special circumstances should be directed to the Director of Education.

Teachers will be employed as independent contractors and will receive a payment (calculated per student enrolled at the beginning of each monthly term) two weeks after tuition is due from the families, based on the Payment Schedule below and the annual Academic Calendar.

Materials fees will be available two weeks before the new semester begins and written directly to you.

In the case where a student drops a class, you will be notified as soon as we are notified in writing. All student class enrollments for adding or dropping a class must be handled through the Director of Education. If applicable, penalty fees will be requested at the time of the drop. In the event that the family responsibly pays the penalty fee, you will receive 70% of the drop fee with your next monthly payment. In the case of a teacher not fulfilling his/her responsibilities, determined by CERC's Board of Directors and well documented, the drop fee will be waived for the family. All decisions made by the Board are final. Arbitration may be requested to occur between teacher, family, Board member, and a non-involved party to settle any disputes beyond the Board's decision(s).

Payment Schedule:

Length of class	Rates
1 hour per week class	\$25 per student per month
1 ½ hours per week class	\$35 per student per month
2 hours per week class	\$45 per student per month

Tuition Discount Policy:

Teacher's may receive discounts for their children's classes taken at the CERC. The discount is based on the number of total students being taught by the teacher multiplied by a \$4.00 tuition credit per student. YOUR child enrolls in YOUR class for FREE (no minimum students required). Your child is not counted in the Tuition Payment Schedule. **YOU WILL STILL NEED TO ENROLL YOUR FAMILY AND PAY THE FAMILY ENROLLMENT FEE IF THEY WILL BE TAKING YOUR CLASS.**

For example:

Mrs. Educator is teaching two (2) 1-hour classes with a total of 12 students (5 in one and 7 in the other class). Two (2) of her girls are in her own class (FREE tuition and not counted). Mrs. Educator is paid \$250 per month for 10 students in her class.

Mrs. Educator also receives a monthly tuition credit of \$40 (10 x \$4.00) for her daughters. If one daughter is enrolled in one class (\$40) and the second is in the same class (\$30 – with sibling discount), then the total tuition, \$70, minus the credit, \$40, would result in a monthly tuition of \$30.

Name: _____ Signature: _____ Date: _____