

# Christian Educators Resource Center

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## Tuition Policy for 2010-2011

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 1<sup>st</sup> to July 31<sup>st</sup> of the next summer and is non-refundable. A Spring/Summer Enrollment Fee (effective January 1<sup>st</sup> to July 31<sup>st</sup>) 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 canceled class by CERC, material fee checks will be shredded.

<b>Monthly Tuition:</b>	\$40 1 hour class per week	<b>Discounts:</b>	
	\$50 1 ½ hour class per week	Siblings in same class:	\$10/month
	\$60 2 hour class per week	Volunteer Service:	\$5/month

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

1<sup>st</sup> Semester: August 23, 2010    September 27, 2010    November 1, 2010    November 29, 2010  
2<sup>nd</sup> Semester: January 10, 2011    January 31, 2011    February 28, 2011    April 4, 2011    May 2, 2011

**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, personally, and in writing.

CERC is not required to pro-rate tuition due to missed class(es) for illness, family issues, vacation, etc. Make-up days have been scheduled, if needed.

**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 non-refundable. Once a student attends one class, the tuition is due for that month. Penalty amount changes will be made on a case by case evaluation by the Director of Education.

<b>Date:</b>	30 School Days	<b>Required Drop Penalties:</b>	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. 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).

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: \_\_\_\_\_