

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 Classes.

Teachers will be employed as independent contractors and will receive a payment calculated per student on the 1st of September, October, November, December, February, March, April, and May, based on the schedule below.

Materials fees will be received a week before class 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. 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 50% with your next monthly payment.

Payment Schedule:

Rates per month	Students
1 hour/week	\$25/student
1 ½ hours/week	\$35/student
2 hours/week	\$45/student

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 \$3.50 tuition credit per student.

YOUR child enrolls in YOUR class for FREE (no minimum students required). Your child is not counted in the Payment Schedule.

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 receives a monthly tuition credit of \$35 (10 x \$3.50) for her daughters. If one daughter is enrolled in one class (\$35) and the second is in the same class (\$25 - sibling discount), then the total tuition, \$60, minus the credit, \$35, would result in a monthly tuition of \$25.

Name: _____ Signature: _____ Date: _____