

Christian Educators Resource Center

Tuition Policy for 2011-2012

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 31st 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 canceled class by CERC, material fee checks will be shredded.

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

Monthly tuition checks are due on the first of each month, unless otherwise noted:

1st Semester: August 15, 2011 October 1, 2011 November 1, 2011 December 1, 2011

2nd Semester: January 9, 2012 February 1, 2012 March 1, 2012 April 1, 2012 May 1, 2012

Penalty for late payment: All payments received after 4 pm on the 10th day of each month are considered late. Failure to remit payment by the 10th will result in a \$25 late charge. 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.

Date:	30 Calendar Days	Required Drop Penalties:	No penalty
	60 Calendar Days		25% penalty of remaining class year tuition
	90 Calendar 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: _____