

Christian Educators Resource Center

Tuition and Enrollment Fee Policy for 2020-2021

Family Enrollment - An annual **Family Enrollment Fee** is due at the **time of enrollment** in order to hold the student's position in a class. The Family Enrollment fee is effective from August 1st to July 31st of the next summer and is non-refundable. The **Family Enrollment Fee is defined as the Base Rate plus an amount equal to one month's tuition** and is required for enrollment. (After classes have begun, the entire Family Enrollment Fee plus the current month's tuition is due at time of enrollment.)

Base Rate	By this date
\$65.00	May 14 th
\$75.00	July 1 st
\$100.00	Remainder of the 2020-2021 academic year

Spring Term Only Classes Family Enrollment Fee – defined as the Base Rate of **\$50** plus an amount equal to one month's tuition. (effective January 1st to July 31st) A current month's tuition is also due at time of enrollment.

Summer Camps/Workshops Family Enrollment Fee – defined as the Base Rate of **\$25** plus the camp/workshop tuition. (effective May 1st to July 31st).

Instructor Material Fees - Material fees are also due at time of enrollment. *Please make out your check(s) payable directly to the instructor(s)*. For Fall enrollment, checks will be post-dated July 1st. Material fees are non-refundable. In the case of a canceled class by CERC, material fee checks will be shredded.

Monthly Tuition – Each of the 8 monthly payments are due on the 1st of the month September through April. (Fall Term Only classes will require 4 monthly payments after enrollment. Spring Term Only classes will require 3 monthly payments after enrollment.)

Tuition Prices		Discounts
1 Hour Class	\$45.00	Siblings in the same class - \$10.00/month
1 ½ Hour Class	\$55.00	Service Aide - \$5.00/month up to \$25/month
2 Hour Class	\$65.00	

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 next Monday after 4 pm will result in a \$25 late charge. After a month, the student will be regarded as dropping the class and all penalties will become due according to the Drop Penalty Schedule. In the event of unexpected circumstances that affect current tuition payments, families need to communicate their needs to the Treasurer quickly, personally, and in writing. CERC is not required to pro-rate tuition due to inclement weather cancellations, missed class(es) for illness, family issues, vacation, etc. Make-up days have been provided for the instructors if necessary.

If a family has been delinquent (paid after the tenth of the month) for a total of four months (not necessarily consecutively), then the family will have to pay the next full semester in advance before student(s) can attend class.

Add/Drop Policy – If adding a class, an amount equal to one month's tuition is due plus the current month's tuition. If enrollment is dated after 15th of month, the current month's tuition will be prorated at ½. In the event you may need to withdraw a student from a class, it **must** be submitted *in writing by completing the Student Add/Drop Form* to the Director of Education and the following will apply. Any tuition, including the 1st payment, already paid is NON-REFUNDABLE and NON-TRANSFERABLE. Penalty amount changes will be made on a case by case evaluation by the Director of Education.

Drop Penalty Schedule:		
	1 st day of classes – Sept 15 th	no penalty fee
	Sept 16 th – October 31 st	25% penalty fee of remaining tuition
	November 1 st – last day of semester	50% penalty fee of remaining tuition
	End of semester – end of year	100% penalty fee of remaining tuition

Spring Term Only courses – check Academic Calendar for drop penalty

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 instructor, 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 Add/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: _____