

The Arbor Learning Community - Payment Policies

Charter School Instructional Funds

NEW this year! Once you have requested purchase orders/enrichment certificates from your charter, please email screenshots of your PO/EC requests to thearboroffice@gmail.com

Receipt of screenshots and/or purchase orders or enrichment certificates submitted by Thursday, August 15th will secure your registration. If your charter will need additional time, please email thearborreg@gmail.com. If neither screenshot, PO, EC, nor communication have been received by August 15th, your child's classes may be dropped. If you are registering for classes after August 15th, please note that POs/ECs must be received before students may attend class.

Note: If permitted by your charter, please note that having all classes and/or all siblings combined in one PO per month is accepted and preferred.

If you are with Inspire, Julian, NUA, Sky Mountain, or Valiant, please submit lump sum POs/ECs.

If you are with CA Enrichment Academy, Citrus Springs, Compass, Empire Springs, Excel, iLEAD, River Springs, or Sage Oak, or Summit, please submit monthly POs/ECs as follows.

Fall 2019 Class Cost (14 Weeks)	Per Month-Fall 2019 (4 Months)	Spring 2020 Class Cost (16 Weeks)	Per Month-Spring 2020 (5 Months)
\$280	\$70	\$300	\$60
\$300	\$75	\$325	\$65
\$500	\$125	\$550	\$110
\$560	\$140	\$650	\$130
\$980	\$245	\$1,125	\$225

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Combination of Charter Funds and Private Payments

Please email me within **one week** of registration to communicate what portion of your balance due will be paid with instructional funds and what portion will be paid privately. Then please follow instructions for both Instructional Funds and Private Payment.

Families who are paying with a combination of instructional funds and private payment must communicate with us promptly and accurately in order to secure their registration.

Private Payment

For families who will be paying privately, your registration will be secured by full payment or the first payment of your payment plan within 14 calendar days of registration. Non-payment after 14 calendar days after registration will incur a late fee of \$25 and non-payment after 28 calendar days will result in classes being dropped.

For late registration, after August 15th, payment must be received in full prior to the first day of class.

Payment by check: Checks made out to The Arbor Learning Community can be mailed to The Arbor, PO Box 702, Atwood, CA 92811.

Credit Card: To pay by credit card, log into the Parent Portal and follow the instructions to make a payment.

Payment Plan: If your balance due is in excess of \$500, you are eligible for our three month payment plan.

Payment Plan details:

- One third of the balance owed will be automatically charged to the credit card on file for your family on the following dates:
 - 14 days after registration, July 15, August 15.
- There will be a **2.5% service fee** added to the first payment.
- To enroll please email thearborreg@gmail.com to designate your request.
- Enrolling in the payment plan constitutes approval of these policies.

If you have any questions, please contact Billing Assistant, Carol Palmer, at thearborreg@gmail.com.