



The Arbor Learning Community 2020-2021 Payment Policies

Annual Family Registration Fee

If you are registering for our Fullerton classes, the annual family registration fee of \$75 will be charged to your credit card on file at the time of your family's first registration for the 2020-2021 school year and is non-refundable.

No registration fee will be charged if you are only registering for Arbor Online Summer classes or if your child or children are only on wait lists.

Some charters permit the Registration Fee to be added to the first month purchase order. If a purchase order for the Registration Fee is received, the family will be refunded their Registration Fee payment.

High School Registration

Your registration of Arbor high school classes authorizes us to charge the \$50 per class enrollment fee to your card on file. The enrollment fee is non-refundable two weeks after registration. For classes paid 100% privately, families may deduct the \$50 per class from your private payment or the final payment of your payment plan. For families paying with any charter funds, and whose child is still attending class in March 2021, the fee will be returned at that time, or may be rolled over to the high school class enrollment fee for the following year.

No enrollment fees will be applied to Arbor Online high school classes for the 2020-2021 school year.

Payment

Your registration will be secured with private payment, due at the time of registration, and/or purchase orders (not applicable for Arbor Online Summer), which are due by Thursday, August 13th for fall and December 10th for spring. If payment or communication that you plan to pay with charter funds (via email to thearborreg@gmail.com) is not received within 7 days, students will be dropped from their classes.

Students whose payments are up to date, including receipt of Purchase Orders/Order Agreements, will be added to their Arbor classes in Canvas around Monday, January 4th. Students may not attend class if payment and/or purchase order has not been received.

Registration in year-long classes (high school, twice/week math and twice/week foreign language) requires any private payment portion of the year-long fee to be paid at the time of registration; charter purchase orders are due on August 13th for four fall months and December 10th for five spring months; no re-registration is needed for year-long classes.

For families registering later in the registration process or after classes have begun, please note that students may not attend class until payment or charter school purchase orders have been received.

Private Payment

Private payment at the time of registration will secure your registration. Please log into the portal to pay your class fees at the time of registration.

If you register for Arbor Online Summer classes or Study Hall, please log into the Parent Portal once your registration is complete to make a payment. Payment for Online Summer classes is due at the time of registration; charter funds may not be used for either Online Summer classes or Study Hall.

Payment by check: Checks made out to The Arbor Learning Community can be mailed to The Arbor, PO Box 702, Atwood, CA 92811; check is a preferred method of payment as it helps us avoid additional fees.

Credit Card: To pay by credit card, log into the Parent Portal and follow the instructions to make a payment. If you are only paying a portion of your balance, once in the Payment section of the Parent Portal, look for the three blue dots on the right side of each fee to determine which fees you need to pay.

Payment Plan: If your balance due is \$500 or more, 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:

Fall: at registration, July 15, and August 15

Year-long: four payments: at registration, July 15, August 15, and September 15

Spring: at registration, December 15, and January 15

- There will be a non-refundable 2.5% service fee added to the first payment.

Charter School Instructional Funds

If you are paying with charter school instructional funds, upon completion of your registration in the Parent Portal, please notify Trianna at thearborreg@gmail.com that you plan to pay with charter funds and submit your Purchase Orders/Order Agreements by Thursday, August 13th for fall and December 10th for spring. Charter funds cannot be used for Arbor Online Summer 2020 classes.

Payment, including purchase order submission, is the family's responsibility. If POs are not received by August 13th or December 10th, families must contact the Arbor office to arrange payment or students may be dropped from their classes and incur drop fees.

If you are with Blue Ridge Academy, Cabrillo Point Academy, Granite Mountain Charter School, Mission Vista Academy, Pacific Coast Academy, or Sky Mountain Charter School, please submit lump sum POs/ECs.

If you are with Citrus Springs, Compass, Empire Springs, Excel, iLEAD, River Springs, or Sage Oak, please submit monthly POs as follows. ***Please note that we are requesting four monthly POs for Fall 2020 and five monthly POs for Spring 2021.***

Fullerton Semester-Long Classes			
Fall 14-week Class Fee	Fall Class POs for 4 months	Spring 16-week Class Fee	Spring class POs for 5 months
See Arbor Online	See Arbor Online	See Arbor Online	See Arbor Online

Year-Long High School Classes		
	Year-Long 30-week Class Fee	Year-long class POs for 9 months
Once/week Classes	630	70
Twice/week Non-Science Classes	1125	125
Twice/week Science Classes	1215	135

Arbor Online Semester-Long Classes			
Fall 14-week Class Fee	Fall Class POs for 4 months	Spring 16-week Class Fee	Spring class POs for 5 months
220	55	250	50

Arbor Online Year-Long Classes		
	Year-Long 30-week Class Fee	Year-long class Pos for 9 months
Once/week Classes	495	55
Twice/week Classes	990	110

Drop, Change, and Refund Policies

SUMMER 2020 CLASSES

From May through June 1st: schedule changes will not incur a fee

After June 1st: no refunds

FALL 2020 SESSION and 2020-2021 YEAR-LONG CLASSES

From May through June 30th: schedule changes will not incur a fee

From July 1st through July 31st: \$25 per class charge to add a class; \$50 per class fee to drop a class*

From August 1st through August 31st: no charge to add a class; \$25 per class to change a class; \$75 per class fee to drop a class*

From September 1st through September 30th: 50% refund for dropped classes*

After September 30th: No refunds*

SPRING 2021 SESSION CLASSES

From October through November 30th: schedule changes will not incur a fee

From December 1st through December 31st: no charge to add a class; \$25 per class fee to change a class; \$75 per class refund for dropped classes*

From January 1st through January 31st: 50% refund for dropped classes*

After January 31st: No refunds*

Small classes are subject to cancellation; any classes cancelled by The Arbor will be refunded in full.

**The Arbor's Drop, Change, and Refund Policies apply to ALL Arbor families. When paying with charter funds, if some or all of the fees are not paid for by the charter school for any reason, families are responsible for any remaining amount not paid for by their charter school. Any family not in good financial standing will need office approval prior to registering for any upcoming session.*

For any questions about registration or payment, please email Registration and Billing Coordinator Trianna Eichinger at TheArborReg@gmail.com.

Updated October 6, 2020