



## **The Arbor Learning Community 2022-2023 Fee Summary Sheet**

### Drop and Refund Policies

The Arbor office and teaching staff spend significant time planning and implementing engaging, in-depth and unique classes for our community well in advance of the class start dates. The sustainability of the program as a whole is dependent on predictable registration levels. Decreases in class registration levels at the last minute create real costs for the organization and when fluctuations in enrollment are significant, they jeopardize the future size and scope of the program that can be offered. As such, we kindly ask families not to register for classes they do not intend to take and to make any changes to their schedules by the dates detailed below. Should unavoidable changes be required after the drop dates, families are asked to make a voluntary donation of \$75 to The Arbor per class to help offset operational costs and help The Arbor to continue to provide customizable education for the community in the future.

### Drop Policy: Loss of Priority Registration

#### FALL 2022

From May through July 1st: schedule changes will not impact priority registration for the 2023-2024 year.

After July 1st: Any family dropping a class, without registering for an equivalent number of replacement classes, will be permitted to continue in companion spring classes, but will forfeit priority registration for any new Spring 2023 classes during the Spring 2023 registration session. Families impacted by the revised drop policy will be welcome to register during New Family Registration.

#### SPRING 2023

From October through December 1st: schedule changes will not impact priority registration for the 2023-2024 year

After December 1st: Any family dropping a class, without registering for an equivalent number of replacement classes, will forfeit priority registration for the upcoming 2023-2024 registration

session. Families impacted by the revised drop policy will be welcome to register during New Family Registration.

### Refunds:

Refunds will not be provided for months in which a student attends class.

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

*\*The Arbor's Drop 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.*

### Study Hall

\$150 fee per period per session

*Charter funds cannot be used for Study Hall; no drop-in rate available*

### Late Pick-up Fee

Up to 15 minutes late: grace period

16-30 minutes late picking up or early dropping off: \$15 fee

31+ minutes late or early: \$15 additional fee for each 15-minute increment

If incurred, an email notice will be sent, and then *late pick-up fees will be charged to your credit card on file.*

### Payment Plan Fee

2.5% fee of balance financed, to be paid with the first payment

The payment plan fee is non-refundable if classes are dropped regardless of the drop timing.

### Returned Check Fee

\$25 fee for checks returned

Change of Charter Fee

\$50 fee charged if families change charters mid-year after submitting purchase orders for the session

*Updated March 24, 2022*