

## **Registration Agreement & Understanding**

(Keep this information with your records)

### **Priority Due Date**

#### **Priority Due Date (PDD):**

NEW STUDENTS should disregard the Priority Due Date and register ANYTIME.

### **Student Status**

#### **New Students:**

*Register anytime*, in fact, as soon as possible (New Students should DISREGARD the Priority Deadline which applies ONLY to Current and Previous Students). Upon receipt, New Students' registrations are dated and placed in a "holding file" until the Priority Due Date (PDD). On the PDD the holding file is opened and we begin placing New Students in classes based on the order in which we received the registrations. (Note, this process is time consuming, and your patience is greatly appreciated.) ASSUME YOUR FIRST CHOICE HAS BEEN ACCEPTED. We will NOT contact you unless there is difficulty providing your 1<sup>st</sup> class choice. KEEP your YELLOW COPY of the Registration Form as record of your class choices.

#### **Current Students:**

It's simple.....to maintain your place in class simply pay ON OR BEFORE the PRIORITY DUE DATE. If a student fails to pay tuition by the Priority Due Date, priority is FORFEITED and New Students or Previous Students are placed in class. Note that Current Students must request Class Changes BEFORE the Priority Due Date in order to have priority over New Students and Previous Students.

#### **Previous Students:**

Previous Students status is for any member of a family who has paid the Annual Administrative Fee within the last 12 months. Previous Students are given priority over New Students but not Current Students. Siblings of a Current Student are considered Previous Students.

### **Joining, Dropping, Changing, Make-Ups & Mid-term**

#### **Joining a class after a term begins:**

No problem, as long as there is vacancy. Tuition will be pro-rated, relative to your start date.

#### **Dropping a class before the end of the term:**

There are no pro-rated refunds or credits for missed classes or for stopping class before the term is over. ONCE THE TERM HAS COMMENCED, YOU ARE IN CLASS FOR THE ENTIRE TERM, regardless of your attendance (except for medical reasons set forth below).

#### **Dropping a class for medical reasons:**

Medical situations supported by a *written acknowledgement* from a licensed medical practitioner will be extended a credit to be used at a future date and pro-rated from the DATE WE RECEIVE the written medical acknowledgement. Retroactive requests for medical credit CANNOT be granted. (If absent from class less than 3 weeks, only make-ups will be provided.)

#### **Changing schedules mid-term:**

We will accommodate schedule changes as long as we have a vacancy in your desired class. Moving from one program to another is treated as dropping a class unless it is a first time student.

#### **Make-Ups:**

Please call and advise when your child will miss a class. Two make-ups are allowed per term. It is necessary to call and schedule all make-ups. Make-ups are to be made within the term the student missed class.

#### **Summer Flex-Schedule:**

To accommodate your family's summer vacation schedule we offer a *Summer Flex-Schedule*. Tuition is based on the number of weeks you will be in town. Attending consecutive weeks is not necessary.