



## **The Arbor Learning Community 2023-2024 Payment Policies**

### **Payment**

Your registration will be secured with private payment, due at the time of registration, and/or purchase order submission by Friday, August 11th for fall and Friday, December 8th for spring. If you register for classes before August 4th, we must receive your purchase orders by August 18th. If your purchase orders are not received you will be asked to pay for September class fees privately and offered a refund if purchase orders are received during the month of September. Classes for which purchase orders are not received may be dropped.

If full payment was not made at the time of registration, a reminder email will be sent to confirm your payment method. Please note that if you are registering during Private Pay Registration Week (May 1st to 5th), if full payment is not made by Friday, May 5th, your classes will be dropped to allow charter families priority to register for classes beginning May 9th. Additionally, because classes paid for privately during this early registration week will receive priority registration and discounts, these classes will not be eligible for future substitution of charter funds.

If you plan to use private payment for a class outside of Private Pay Registration Week, please contact [registration@thearborlearningcommunity.com](mailto:registration@thearborlearningcommunity.com) after completing your registration so any applicable tuition discounts can be applied to your account. After receiving a revised statement from the office, please login to the Parent Portal within 24 hours to make your private payment to secure your registration.

Please note that students may not attend class until payment or charter school purchase orders have been received. This policy applies even for families who register after the purchase order deadline.

### **Private Payment**

Your registration will be secured with private payment, due at the time of registration.

Families with a private payment portion for classes should log into the Parent Portal after receiving a statement reflecting the application of any discounts from our registration team to make a payment within 24 hours.

Payment by check: Checks made out to The Arbor Learning Community can be mailed to The Arbor, PO Box 702, Atwood, CA 92811; except for during the week of May 1st,

\*Please note that if you choose to pay by check during Private Pay Registration Week, your check must be delivered to The Arbor office by Thursday, May 4th.

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

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 10, and August 14
- Spring: at registration, November 13, and December 8

There will be a non-refundable 2.5% service fee added to the first payment. If you are interested in enrolling in a Payment Plan, please email us at [registration@theharborlearningcommunity.com](mailto:registration@theharborlearningcommunity.com).

### **Charter School Instructional Funds**

Charter pay remains an option for the following charters in the 2023-24 school year.

#### **Charter List 2023-2024**

Blue Ridge Academy	Mission Vista Academy
Cabrillo Point Academy	Pacific Coast Academy
Compass Charter School	Sage Oak Charter Schools
EPIC Charter	Sky Mountain Charter Schools
Excel Academy Charter School	Springs Charter Schools ( <i>Citrus, Empire, River Springs</i> )
Granite Mountain Charter School	Suncoast Preparatory Academy
iLEAD Charter School	

Purchase orders are due:

- Fall: Friday, August 11th
- Spring: Friday, December 8th

*Charter funds cannot be used for study hall.*

### ***Monthly POs or Lump Sum POs/Single Order POs***

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

If you are with Compass, Citrus Springs, Empire Springs, Excel, iLEAD, River Springs, or Sage Oak, or Suncoast, please submit monthly POs as follows.

PRIVATE PAY		
	FALL (14 weeks)	SPRING (16 weeks)
Semester-long Class (75 min)	\$400	\$400
Day Package <i>3 consecutive classes for one student</i>	\$1,050	\$1,050
Study Hall	\$150	\$150

CHARTER PAY			
FALL (14 weeks)	FALL Monthly POs Sept-Dec	SPRING (16 weeks)	SPRING Monthly POs Jan-May
\$400	\$100/ea.	\$400	\$80/ea.
Please submit 4 POs for Sept, Oct, Nov, and Dec.		Please submit 5 monthly POs for Jan, Feb, March, April, and May.	
Day Package not eligible for charter pay.			
Study Hall not eligible for charter pay.			

### **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 2023

From May through June 30th: schedule changes will not impact priority registration for the subsequent registration period

After June 30th: 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 2024 classes during the Spring 2024 registration session. Families impacted by the drop policy will be welcome to register during New Family Registration.

#### SPRING 2024

From October through December 1st: schedule changes will not impact priority registration for the 2024-2025 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 2024-2025 registration session. Families impacted by the 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.

*\*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.*

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

For any questions about registration or payment, please email us at [registration@thearborlearningcommunity.com](mailto:registration@thearborlearningcommunity.com) .

Updated November 6, 2023