



The Arbor Learning Community 2024-2025 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 2024

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 2025 classes during the Spring 2025 registration session. Families impacted by the drop policy will be welcome to register during Phase 3: New Family Registration. Families impacted by the drop policy will not be permitted to register in Phase 1: Private Pay or Phase 2: Charter Pay of Spring 2025 registration.

SPRING 2025

From October through November 30th: schedule changes will not impact priority registration for the 2025-2026 year

After November 30th: Any family dropping a class, without registering for an equivalent number of replacement classes, will forfeit priority registration during Phase 1 Private Pay and Phase 2: Charter Pay for the upcoming 2025-2026 registration session. Families impacted by the drop policy will be welcome to register during Phase 3: New Family Registration. Families impacted

by the drop policy will not be permitted to register in Phase 1: Private Pay or Phase 2: Charter Pay of Fall 2025 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.*

Credit Card Refunds

Beginning in October 2024, any credit card refund will be assessed a 6% processing fee to cover the costs incurred by our organization. Refunds for private payments made with either check or cash will not be assessed the credit card processing refund fee.

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 September 18, 2024