



The Arbor Learning Community 2024-2025 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 16th for fall and Monday, December 9th for spring. If you register for classes before August 9th, we must receive your purchase orders by August 23rd. 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 (April 29th-May 3rd), if full payment is not made by Friday, May 3rd, your classes will be dropped to allow charter families priority to register for classes beginning May 7th. Additionally, because classes paid for privately during this early registration week will receive priority registration and any applicable day package 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 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 April 29th.

*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 3rd.

Please note that credit card fees have increased and become a larger cost for our organization in recent years. Please consider making private payments via check if possible to save the organization overhead costs and help us keep tuition as low as possible

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.

- Please note, beginning October 2024, any credit card refund will be assessed a 6% processing fee.

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 11, and August 16
- Spring: at registration, November 14, and December 12

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@thearborearningcommunity.com.

Charter School Instructional Funds

Charter pay remains an option for the following charters in the 2024-25 school year.

Charter List 2024-2025	
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 16th
- Spring: Monday, December 9th

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, Sage Oak, or Suncoast, please submit monthly POs as follows.

PRIVATE PAY			CHARTER PAY			
	FALL (14 weeks)	SPRING (16 weeks)	FALL (14 weeks)	FALL Monthly POs Sept-Dec	SPRING (16 weeks)	SPRING Monthly POs Jan-May
Semester-long once/week Class (75 min)	\$420	\$420	\$420	\$105/ea.	\$420	\$84/ea.
Semester-long twice/week class (150 min)	\$840	\$840	\$840	\$210/ea.	\$840	\$168/ea.
Payment is due at registration. Classes registered for during Private Pay dates may not later be paid with Charter POs.			Monthly POs: Submit 4 POs for Sept, Oct, Nov, and Dec.		Monthly POs: Submit 5 POs for Jan, Feb, March, April, and May.	
Day Package (Private Pay Only) <i>3 consecutive classes in one day (per student)</i>	\$1,135	\$1,135	Day Package not eligible for charter pay.			
Study Hall	\$150	\$150	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 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.

**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.

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.

For any questions about registration or payment, please email us at registration@thearborlearningcommunity.com.

Updated September 18, 2024