



The Arbor Learning Community 2025-2026 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 15th for fall and Monday, December 8th for spring. If you register for classes before August 8th, we must receive your purchase orders by August 22nd. 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 5th-May 9th), if full payment is not made by Friday, May 9th, your classes will be dropped to allow charter families priority to register for classes beginning May 13th. Additionally, because classes paid for privately during this early registration week will receive priority registration and a private pay discount, these classes will not be eligible for future substitution of charter funds.

NEW! FALL 2025 PRIVATE PAY DISCOUNT Take advantage of the Private Pay Discount during Fall 2025 Phase 1: Private Pay Registration! Each class registered for during the week of **May 5th, 10am through May 9th, 12pm** will receive a discount of **\$20 per class**.

*The Private Pay Discount only applies to classes registered **and** paid for during Fall 2025 Phase 1; the discount will not apply after 12pm on Friday, May 9th. Classes registered for during Phase 1: Private Pay Registration may not later be paid for with charter purchase orders. The Private Pay Discount is not applicable for Spring 2026 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 to make a payment within 24 hours.

Tip! Families may register and pay for one or more private pay classes during the week of May 5th, and then also register for more charter pay classes on their designated registration day in Phase 2.

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.

- 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 10, and August 14
- Spring: at registration, November 13, and December 11

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@thearborlearningcommunity.com.

Charter School Instructional Funds

Charter pay remains an option for the following charters in the 2025-26 school year.

Charter List 2025-2026	
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 15th
- Spring: Monday, December 8th

Charter PO Class Limit

As many of our charter school vendor agreements limit the funds provided for use at our organization to a maximum of five classes a semester per student, we limit the number of classes a family can initially register for using charter funds to a **maximum of five classes** per student per semester. Any additional classes may be registered for with a private payment.

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			
2025-2026	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)	\$440	\$440	\$440	\$110/ea.	\$440	\$88/ea.
<i>Learning with Friends</i> semester-long 2 consecutive periods (150 min + supervised lunch)	\$880	\$880	\$880	\$220/ea.	\$880	\$176/ea.
Study Hall Grades 4+	\$150	\$150	Study Hall not eligible for charter pay.			
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.	

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 2025

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 2026 classes during the Spring 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 Spring 2026 registration.**

SPRING 2026

From October through November 30th: schedule changes will not impact priority registration for the 2026-2027 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 2026-2027 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 2026 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

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.