



Financial Policy

Fireside Academy Community Co-Op for Homeschoolers has established the following financial policies in order to guarantee that sufficient funding is available to pay the obligations of the organization.

REGISTRATION:

Full membership fee must be paid at the time of registration, and is *non-refundable*. Registration forms should be completed and mailed to :

Fireside Academy Community Co-Op for Homeschoolers
1928 South Second Street
Allentown, PA 18103

- As our class sizes are limited, early registration is strongly advised. Many of our most popular classes are full by mid-summer. Schedules will be posted on the website.

PAYMENT:

- Invoices for both tuition and materials fees will be sent as confirmation of classes. Instructions and options for payments will be included.
- Material fees are due by July 15, 2011. *Material fees are non-refundable.*
- Tuition payments are due by August 15, 2011. Full tuition must be paid in full before a student may start classes unless special arrangements are made.
- Full tuition refunds will be provided if a class is canceled due to insufficient enrollment OR if a student is on the waiting list and does not receive a seat in the class prior to the start of classes.
- ONLY during the first two weeks of class, can changes be made to a student's class schedule. There is no fee for adding a class, but a \$15 fee for dropping any class without replacing it with another.
- Prorated tuition refunds will be considered after the completion of the second week of classes, finances permitting, for the following reasons:
 - a. Death of an immediate family member
 - b. The family relocates more than 50 miles from the class location
 - c. The main income-earner becomes unemployed

Checks returned for insufficient funds will be assessed a fee of \$30.

NOTE: FOR THOSE REGISTERING FOR CLASSES, THIS FORM WILL BE FOUND IN YOUR REGISTRATION PACKETS, AND WILL BE RETURNED WITH YOUR SIGNATURE.