

## FINANCIAL POLICIES

**Registration Fee:**

Prior to August 1 - \$60

After August 1 - \$75

**Payment Schedule for course tuition:**

August 1 – full tuition is due (must be postmarked by Aug. 1)

*Important: Late payment of tuition may result in the removal of students from classes.*

**Bounced checks:**

Checks returned by the bank must be paid in full by cash or money order made out to Cornerstone, along with a \$25 returned check fee. (Note: fee subject to increase if bank fees increase.)

**Cost summaries:**

Class fees are determined based on the materials and supplies needed for the co-op classes (elementary/middle). High school classes (and a few middle/high school electives) have paid instructors.

The registration fee helps pay for insurance, general co-op supplies, and other necessary expenses during the year.

**Drop and/or Add policy:**

Any course changes (additions or deletions) that occur less than six weeks prior to the start of a semester class or less than two weeks prior to the start of a quarter class will incur a mandatory \$10 late change fee, per change request.

A change request is defined as the submission of a "drop/add form" (which may include one or multiple changes) on a given day. For example, if a change request is submitted to drop 1 class and add 1 class, a \$10 late change fee will be required for the changes. If second change request is submitted to add 1 class, (even if only a day or two later) a second \$10 late change fee will be required for the change.

To add or remove a student from a class, parents need to complete the drop/add form and submit it to Beth Wheatley.

**Refund information:**

Registration fee is nonrefundable.

High school and middle school class fees are refundable up to two weeks before classes begin. Elementary class fees are refundable prior to the start of a class.

Supply fees may not be refundable if supplies have already been purchased for the class; if that is the case, the student will receive the supplies.

**Class cancellation:**

If it becomes necessary to cancel a class for any reason, written notification via e-mail or letter will be provided to all affected students as soon as possible and full class refunds will be given.