

SAC Day Add/Drop Policy

There is a 3-week drop policy from the time classes begin in August. If you do not drop a class before the 3-week period ends, you are obligated for the entire year's tuition.

Tuition for each class is a yearly tuition commitment. Dropping a class after the drop period has ended does not release the parent from paying for the rest of the year. See the Tuition Policy online for specific information.

The 3-week drop period ends after the 3rd class day of the year, which will be **Monday, September 11 (due to Labor Day holiday) at 2:00 pm**. If adding a class, you must be approved through the SAC Day Board and tutor before officially adding a class.

We realize there are extreme exceptions to any rule that a family might encounter during the year, so please discuss these issues with a SAC Day Board member.

Dropping a class

1. Notify the SAC Day Board at sacday@myhcch.com and the tutor of the desire to drop a class and the reason for dropping the class. Failure to notify either party by September 11 will result in payment of the full year's tuition.
2. If class is dropped **BY** September 11, checks for the remaining tuition will be returned to the family.
3. If the class is dropped **AFTER** September 11, post-dated checks will not be returned.

Adding a class

1. Approval must be received from both the SAC Day Board and the tutor to add any class after classes begin in August
2. The parent must first contact the Board at sacday@myhcch.com to advise of the class to be added.
3. The Board will contact the tutor to discuss adding the class.
4. Adds after the 6th Monday of classes are extremely rare. There must be extenuating circumstances for adds to be after the 6th Monday. There will be no adds made past September.
5. The student must be able to pick up where the class is in the curriculum and make up any homework, tests, etc... as the teacher deems appropriate.
6. The Board will contact the parent to advise of the decision.
7. If approval is given, the parent must complete the online sac day registration form & pay the fee (if not done previously) as well as enroll for the class online at myhcch.com.
8. When adding a class, the parent must follow the tuition policy in providing post-dated monthly checks (supply fee must be included in the 1st month's check) or tuition for each semester (supply fee must be included in the fall semester check).
9. The student may not attend the newly added class until online registration is complete and tuition is received.