

## TUITION POLICY

Please register for classes carefully. It is very important that families understand that each class has a yearly tuition fee. Our tutors are making a commitment to teach your student for the full term and you need to make that same commitment. You are hiring the tutor to do a job for your family. When you register for a class or classes, you are entering into a **BINDING AGREEMENT AND COMMITMENT** with each tutor. Each tutor is making financial decisions for their family based on the number of students they have enrolled in their classes. For some of our tutors, this is how they earn a living for their families. Please review your commitment to **FULLY** pay for all classes as a business transaction. Be honorable and trustworthy and pay each person what is owed to them.

Every parent must understand and commit to pay the **YEARLY TUITION FEE IN FULL, EVEN IF THE CLASS IS DROPPED BEFORE THE SCHOOL YEAR ENDS**. The class fee is not based upon whether your student is able to complete the class or not. The only exception is if the class is dropped by September 11, 2017. For classes dropped by that date, no more tuition payments will be required; however, no money paid up to that time will be reimbursed.

### **Registration Fee**

The registration fee for the 2017-2018 school year is \$75 per family up to July 15. Registrations received beginning July 16 will be \$100 per family.

### **Tuition and Supply/Lab Fees**

Tuition for the **ENTIRE YEAR** is due at the time of registration. Registration is not complete until the year's tuition is received for each class. The first month's tuition and supply fee checks as well as the SAC Day registration fee are nonrefundable. **See below for details:**

There are 2 options for tuition payments. Please make sure all payments are labeled with student name and course in the memo line.

1. A separate check for the 1<sup>st</sup> month's tuition plus supply/lab fee is due **NOW**. This 1<sup>st</sup> month tuition will cover the two weeks students attend class in August as well as the two weeks classes are in session in December, plus the supply/lab fee for each class if applicable. Checks may be cashed immediately and are **NON-REFUNDABLE**.

You may then write **monthly, post-dated checks** for each tutor for the full year.

- a. Checks are written for Sept/Oct/Nov and Jan/Feb/March/April.
- b. There is no tuition due in May as it is included in the January tuition.
- c. The checks (except for the 1<sup>st</sup> month tuition due now) will not be given to the tutors until the 1st Monday of each month.
- d. For all of our "cash only" people, you can write your checks ahead for Sept/Oct/Nov and Jan/Feb/Mar/Apr (the August check must be written separately as above stated), but then you must come to SAC Day on the 1st Monday of each month, beginning in September and see Lindsie Fagan to switch

out your checks for cash. The cash must be received before your student attends their 1st class. Otherwise the check(s) will be given to each tutor.

**OR**

2. A separate check for the 1<sup>st</sup> month's tuition plus supply/lab fee is due **NOW**. This 1<sup>st</sup> month tuition will cover the two weeks students attend class in August as well as the two weeks classes are in session in December, plus the supply/lab fee for each class if applicable. Checks may be cashed immediately and are **NON-REFUNDABLE**.

You may then write a check to each tutor for the total amount of the fall semester (minus the 1<sup>st</sup> month's tuition and supply/lab fees) and a post-dated check for the full amount of the spring semester for each class.

- a. The check for 1<sup>st</sup> month's tuition is due **NOW**. The Fall semester check will be given to the tutor on the 1<sup>st</sup> day of classes.
- b. The check for spring semester will not be given to the tutors until the 1st day of Spring semester.
- c. For all of our "cash only" people, you can write your checks ahead, but then you must come to SAC Day on the 1<sup>st</sup> day of Fall semester in August and on the 1<sup>st</sup> day of Spring semester in January and see Lindsie Fagan to switch out your checks for cash. The cash must be received before your student attends their 1st class. Otherwise the check(s) will be given to each tutor.

### **Instructions**

1. Make checks out to each individual tutor (see fee schedule online for cost of tuition and supply fees) and mail all checks to:

Lindsie Fagan  
502 Benedict Court  
San Antonio, TX 78258

2. All checks will be kept in a safety deposit box until given to the tutors.
3. If you have more than one student taking a class or if your student is taking more than one class with a particular tutor, you may combine payments, using one check per tutor as long as the student names and classes are labeled in the memo line.
4. September 11, 2017 is the last day to drop a class in order to receive a refund for the remaining semester - no exceptions (the 1st month's tuition is nonrefundable).
5. After September 11, 2017, no refunds will be given and payment for both semesters is still required. Checks will still be given to each tutor each month or by semester depending upon how you paid initially.

Late Payment Fees:

If tuition checks do not clear, it will be considered late and bank fees will apply plus a \$5 late fee per class in which the check did not clear in addition to the regular tuition payment. For each subsequent week that payment is not made, an additional \$5 is added to the total fee per class as follows:

- After 2<sup>nd</sup> Monday - pay tuition plus \$10 late fee
- After 3<sup>rd</sup> Monday - pay tuition, plus \$15 late fee
- If the tuition in which the check did not clear is not paid by the 4<sup>th</sup> Monday, the student must drop their class.
- The student is still responsible for payment of the full year's tuition and will not be allowed to attend any class at SAC Day in the current year or in subsequent years until all outstanding fees are paid.