

TEACH Tuition & Payment Agreement

Please read this policy carefully. The purchasing parent or guardian must agree to these terms before completing registration.

1. Enrollment & Financial Responsibility

By registering my child for TEACH, I understand that I am enrolling in an annual class or program. I accept financial responsibility for all applicable tuition, curriculum fees, supply fees, class withdrawal fees, transfer fees, schedule change fees, and other charges described in this agreement or disclosed during registration.

Choosing a monthly payment plan divides the annual tuition into installments. It does not make enrollment a month-to-month commitment. Withdrawal and transfer requests are subject to the policies below.

2. Tuition & Payment Schedule

All tuition payments are non refundable. Payments are based on a 10 month payment plan.

Dependent on date of registration: Prior to July 1 = 10 Payments; July - 9 Payments; August - 8 Payments; September - 7 Payments; October - 6 Payments; November - 5 Payments; December - 4 Payments; January - 3 Payments; February - 2 Payments; March, April & May - 1 Payment.

I agree to pay each installment when due and to keep my payment information current. An unsuccessful payment does not remove my responsibility for the amount owed.

Tuition supports instructor compensation, rent, insurance, cleaning, security, portal fees, credit card fees, special event costs, TEACH-wide supplies, and business expenses. Some classes also include curriculum in their tuition.

All payments are nonrefundable. Payments made in advance of due date may be refundable dependent on date of cancellation.

3. Curriculum & Supply Fees

I am responsible for the curriculum and supply fees associated with my child's registered classes.

Curriculum fees are 100% nonrefundable. If my child drops a course that included curriculum, the full curriculum amount remains due, including any unpaid portion.

Dropping or transferring a class does not eliminate the financial responsibility for curriculum associated with the original class.

4. Required Process for Dropping or Transferring a Class

To request a drop or transfer, **the requesting family must email the instructor and copy teachcoreymckeown@gmail.com.**

The email must identify the student, the class, and the requested change. For a transfer, the family should also identify the requested new class and instructor.

A class will not be dropped or transferred until the required email has been sent. Requests made only to Corey McKeown will not be processed as a substitute for notifying the instructor. ***It is the family's responsibility to communicate directly with the instructor.***

Not attending a class or verbally discussing a change does not complete the withdrawal or transfer process. Families remain responsible for applicable payments and fees under this policy.

5. Dropping a Class

If my child drops a class, I am responsible for:

- **All scheduled payments through the date of the drop, plus one additional month's payment.**
- Any unpaid amounts due for that class.
- The full curriculum fee, which is 100% nonrefundable.
- Applicable schedule change and credit card fees described below.

Payments already made will not be refunded. Any amounts still owed under this policy remain my financial responsibility.

6. Transferring to Another Class With the Same Instructor

A student may transfer to another class with the same instructor through the required transfer process.

I understand that:

- Fees paid for the original class will not be reimbursed.
- The new class will be charged at a prorated amount.
- Curriculum fees for the original class remain nonrefundable.
- Applicable fees for the new class and the schedule change remain my responsibility.

7. Transferring to a Class With a Different Instructor

A transfer to a different instructor is treated as a **drop from the original class and enrollment in a new class.**

I understand that:

- The original class is subject to the drop policy, including all payments through the date of the drop plus one additional month's payment.
- All payments due for the original class are nonrefundable, and unpaid amounts will be charged.
- The new class will be charged at a prorated amount based on its start date.
- The original class's curriculum fee is 100% nonrefundable.
- If curriculum was included in the original course, the full curriculum amount remains due.
- Applicable fees for the new class and the schedule change remain my responsibility.

8. Schedule Change & Processing Fees

Any change to a class schedule will result in a \$12 schedule change fee.

Any credit card fees charged in connection with a refund or change request are the family's responsibility. This provision does not create an entitlement to a refund.

9. Monday/Wednesday Campus Requirements

On Mondays and Wednesdays, students must be registered for classes during their time on campus, with **one one-hour break permitted**.

Students whose parent remains on campus at all times may have multiple breaks.

There are no exceptions to the one-hour break allowance for students who are dropped off. Families must arrange class schedules and drop-off and pickup times accordingly.

If a student who has been dropped off remains on campus outside registered class time for more than the permitted one-hour break, **the family's account will be charged \$50 per occurrence.**

I understand that dropping or transferring a class may affect my child's permitted time on campus, and I am responsible for adjusting the schedule or pickup arrangements accordingly.

10. Tuesday/Thursday Campus Requirements

Only students enrolled in Journey are permitted on campus on Tuesdays and Thursdays.

Registration in a Monday/Wednesday class does not authorize Tuesday/Thursday campus attendance.

11. Completed Services & Expulsion

There are no refunds for services already completed, for any reason, including expulsion from a class or from TEACH.

Expulsion does not entitle a family to reimbursement for completed services or other nonrefundable payments and fees described in this agreement.

12. Parent/Guardian Agreement

By accepting this agreement and completing my purchase, I confirm that:

- I have read and understand the TEACH Tuition & Payment Agreement.
- I understand that I am registering my child for an annual class or program.
- I accept responsibility for the tuition, payment schedule, and applicable fees.
- I understand that the registration payment, tuition payments, and curriculum fees are nonrefundable.
- I understand the required email process for dropping or transferring a class.
- I understand that dropping a class requires payment through the date of the drop plus one additional month, along with applicable curriculum and other fees.
- I agree to the campus attendance requirements and the \$50 charge for violations of the Monday/Wednesday break allowance.
- I have had the opportunity to ask questions before purchasing.

Required checkout acknowledgment

I have read, understand, and agree to the TEACH Tuition & Payment Agreement. I accept financial responsibility for this registration, including the scheduled tuition payments and all applicable withdrawal, transfer, curriculum, schedule change, processing, and campus policy fees described above.