



Teacher Payment Schedule

Teacher Responsibilities:

Teachers agree to keep their own financial records responsibly and report their income to the IRS. Form 1099-Misc will be issued to all teachers, and income reported to the IRS in accordance with IRS guidelines. No W-2 forms will be issued, or taxes withheld, by CERC. Student late fees will be handled by CERC and parent inquiries for special circumstances should be directed to the Director of Education.

Teachers will be employed as independent contractors and will receive a payment calculated per student on the 1st of September, October, November, December, January, February, March, and April, based on the schedule below.

Materials fees will be received a month before class begins and written directly to you.

In the case where a student drops a class, you will be notified as soon as we are notified in writing. Penalty fees will be requested at the time of the drop. In the event that the family responsibly pays the penalty fee, you will receive 50% with your next monthly payment.

Payment Schedule:

Each Course	Year-long (mid-Aug to 1st wk of May)	Fall or Spring only class
2 hours/week class	\$80/student per month pd for 8 mos	\$80/student per month pd for 4 mos
1 hour/week class	\$50/student per month pd for 8 mos	\$50/student per month pd for 4 mos

Teacher's own children may take their parent's class at no cost - enrollment fee still applies.

Name: _____ Signature: _____ Date: _____