



**Tuition and Enrollment Fee Policy for 2023-2024**

**Family Enrollment** - An *annual Enrollment Fee of \$200 per family* is due at the **time of enrollment** in order to hold the student's position in a class. Early Enrollment Fee is \$150 per family paid before March 31<sup>st</sup>. The Family Enrollment Fee is non-refundable.

*Spring-only Enrollment is \$100 for NEW families.*

**Monthly Tuition** - Each of the 8 monthly payments are due on the 15<sup>th</sup> of the month August through November for fall semester and January through April for spring semester. Tuition payments are non-refundable. **Payment Options:** cash, check or online bank draft (\$10 convenience fee for online).

Tuition Prices per class per month	
Core Classes (meet 2 days a week)	\$90 per month
Electives (meet 1 day a week)	\$60 per month
Dual Credit/Study Hall Proctored Class (meet 2 days a week)	\$20 per month

**Penalty for Late Payment** - All payments received after 12noon on the 25th day of each month are considered late and will result in a 10% late charge. After the first day of the following month, payment needs to be received before student returns to class. If payment is a month late, then the student will be regarded as dropping the class and all penalties will become due according to the Drop Penalty Schedule below. In the event of unexpected circumstances that affect current tuition payments, families need to communicate their needs to the Treasurer quickly, personally, and in writing. CERC is not required to pro-rate tuition due to inclement weather cancellations, missed class(es) for illness, family issues, vacation, etc.

If a family has been delinquent (paid after the 1st of the month) for a total of four months (not necessarily consecutively), then the family will have to pay the next full semester in advance before student(s) can attend class. Consistent delinquency will result in family not be able to enroll for following year.

**Add/Drop Policy** - If adding a class, an amount equal to one month's tuition is due. If enrollment is dated after 15<sup>th</sup> of month, the current month's tuition will be prorated at ½. In the event you may need to withdraw a student from a class, it **must** be submitted *in writing* and the following will apply. Any tuition, including the 15<sup>th</sup> payment, already paid is **NON-REFUNDABLE** and **NON-TRANSFERABLE**. Penalty amount changes will be made on a case by case evaluation by the Director of Education.

**Drop Penalty Schedule:**

1 <sup>st</sup> day of classes - Sept 15 <sup>th</sup>	no penalty fee
Sept 16 <sup>th</sup> - last day of semester	50% penalty fee of remaining tuition for year
End of semester - end of year Spring	100% penalty fee of remaining tuition for year
<i>Spring only course:</i>	
1 <sup>st</sup> day of classes - end of January	no penalty fee
February - end of Spring semester	100% penalty fee of remaining tuition

All penalties may apply to students who are dismissed from class(es) due to disciplinary action. By enrolling your student in a class, families agree to fulfill your commitment to the class. Under extreme circumstances, the penalties may be waived after evaluation by the Board of Directors. All decisions made by the Board are final. Arbitration may be requested to occur between instructor, family, Board member, and a non-involved party to settle any disputes beyond the Board's decision(s).

I have read and agree to pay all monthly tuition amounts as stated above, and I agree to abide by the Add/Drop Class Schedule as defined. I understand that if I fail to pay the tuition and any penalties, I forfeit the right to return another year until I have paid my debt.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_