



INCLUSIVE & INNOVATIVE JEWISH EDUCATION

## Hebrew Learning Circles Statement of Policies

### I. Fee policies

- 1.** Hebrew Learning Circles' (HLC) families shall make a financial commitment to a full trimester in advance of each trimester (8 sessions) at the rate indicated on the Tuition Rate Chart (see Chart).
- 2.** HLC will not reimburse tuition, in full nor pro-rated, for missed sessions (i.e., a weekly Learning Circle session or part thereof) due to absence/departure caused by the student/family's choice and/or circumstance (i.e., sports, illness).
- 3.** If HLC cannot provide all 8 sessions of a trimester (i.e. student started late in the trimester), tuition will be prorated in the following way:
  - a.** Seventy five percent (75%) of the full trimester fee will be pro-rated.
  - b.** Twenty five percent (25%) is a non-refundable and non-pro ratable administrative fee.
- 4.** Two-step formula for pro-rating tuition:
  - a.** Trimester rate \_\_\_\_ x 75% = \_\_\_\_ /8 = \_\_\_\_ x number of missed sessions = pro-rate discount
  - b.** Trimester rate \_\_\_\_ - pro-rate discount \_\_\_\_ = \_\_\_\_ prorated tuition
- 5.** Student participation may be paused or terminated if the tuition balance of a previous trimester remains outstanding.
- 6.** Tuition rate adjustments (down or up), triggered when the size of a Learning Circle changes due to incoming or departing students during a trimester (and during the four weeks before the Fall trimester), will apply only to the following trimester's tuition. The current trimester will not be adjusted.
- 7.** A \$500 tax-deductible, annual family-membership contribution is required to register your child in the circle. The family- contribution is due upon registration and secures a student's spot in a Learning Circle. It is non-refundable. The membership year starts August 1<sup>st</sup>, 2022 and ends July 31<sup>st</sup>, 2023.
- 8.** In order to qualify for any incentives, a minimum \$600 initial tuition payment is also required. The initial tuition payment is refundable, if requested at least two weeks (14 days) before session #1.
- 9.** Tuition balance for a Learning Circle will be calculated based on its size (number of registered students) 4 weeks (28 days) before session #1 and billed accordingly.
- 10.** Tuition is due in full no later than two weeks (14 days) before "Session # 1" of each trimester. Payment arrangements or late payments will be assessed as a \$50 handling fee.
- 11.** Requests for tuition payment arrangements, if needed, should be made with the HLC office in writing and will be handled by the financial director on a case-by-case basis.



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## 12. Promotion limits:

- a. Only one referral incentive (free trimester) will be applied per year.

## II. Cancellation and rescheduling policies

- a. HLC will provide educational services during the dates marked on the published HLC School Year calendar. Marking appears as “Fall/Winter/Spring Session” (“First” and “last” sessions of each trimester are clearly marked). Jewish and civic holiday vacations (off weeks) are marked on the calendar as “HLC Closed”. Link to website calendar: <https://tinyurl.com/HLCcalendar5782>
- b. Instructors will not make up sessions missed due to student/Circle absence for any reason.
- c. Requests to reschedule a session made one week (7 days) or more in advance will be considered. Teachers shall make reasonable efforts to accommodate rescheduling requests but are not obligated to do so. Makeup homework may be provided electronically instead.
- d. In the event of a teacher’s absence, the student’s parent(s) or the Circle Coordinator shall notify the office by email within two days (48 hours) allowing the office ample administrative response time. HLC will schedule a makeup session. If HLC chooses to reimburse tuition instead, the pro-rating formula above (clause I.4.) will be used.
- e. Should parents or the coordinator fail to notify the office in writing within two days (48 hours) after an instructor’s absence, HLC will not reimburse the pro-rated value of the missed session(s) nor schedule a makeup session.

## III. Photo/Videography Policy

- a. HLC reserves the right to use any photographs or videos taken during HLC sessions for promotional purposes including Social Media Marketing.
- b. **To opt out of promotional photos/videos, please submit a written request to our office at [info@hebrewlearningcircles.org](mailto:info@hebrewlearningcircles.org).**

### **No policies or agreements may be changed orally.**

**\*\*By checking the “yes” box on the registration form, you are confirming that you have read and agreed to the policies stated herein and that any questions relating to the HLC Statement of Policies have been answered satisfactorily by an HLC administrator. In addition, you verify that you have been advised that the HLC calendar and Tuition Rate Chart are available on [www.hebrewlearningcircles.org](http://www.hebrewlearningcircles.org), and that you willfully purchase HLC educational services under the above-mentioned schedule, rates, terms, and policies. \*\***