



Statement of Policies and Letter of Understanding

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 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. Semester rate ____ x 75% = ____ /8 = ____ x number of **missed sessions** = **Pro-Rate Discount**
 - b. Semester rate ____ - Pro-rate discount ____ = ____ prorated tuition
5. Tuition is due by "Session # 1" of each trimester. Payment arrangements or late payments will be assessed a \$42 handling fee.
6. Student participation will be terminated if the tuition balance of a previous trimester remains outstanding.
7. Rate adjustments (down or up) due to incoming or departing students will apply only to the following trimester's tuition. The current trimester will not be adjusted.
8. A \$500 yearly tax-deductible family membership contribution is required. Year starts August 1st ends July 31st.
9. A \$400 deposit toward tuition is required yearly with initial registration to secure a student's spot in a Circle. Deposit refundable until one week (7 days) before the first session.
10. Discount limits:
 - a. Only one among a plurality of tuition discounts earned will be applied per invoice, the larger percentage among them.
 - b. \$180 limit per year.

2. 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 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 teacher absence, the student's parent 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 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.

3. Photo/Videography Policy

HLC reserves the right to use any photograph or video taken during HLC sessions for promotional purposes including Social Media Marketing. To opt out of promotional photos/videos, please submit a written request to our office at 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 agree 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, and that you willfully purchase HLC educational services under the above-mentioned schedule, rates, terms, and policies. ****

UD: 9/30/2021