



# 2020 - 2021 Policies & Procedures

## Tuition Payments

To reserve your student's seat, Paper Plane Learning requires a deposit of \$50.00. Tuition arrangements for the 2020-2021 school year must be made by Tuesday, September 1st, 2020.

Families can choose from the following options to pay their tuition:

**Monthly Tuition Payments Using a Credit Card: \$450/year**

Families choosing this option will pay tuition over 7 months: September through April. Tuition will be billed on the 1st of each month.

**Full Year Tuition Payment Using a Credit Card: \$425/year**

Families choosing this option will pay the full \$425 by September 1st and can make this payment using their credit or debit card.

**Full Year Tuition Payment by Cash or Check: \$400/year**

Families choosing this option will pay the full \$400 by September 1st using cash, check, or Venmo.

## Past Due Tuition

Families with tuition arrears will experience a loss of enrollment status. If alternate arrangements are not made by the 30th of the month, the child/children will not be admitted to school until the tuition account is current.

## Missed Class Policy

We encourage students to find a time make up missed classes. It may be possible to attend a different class during the week. Please speak with the class instructor to find a time to attend an additional class.

We want to ensure that everyone is getting the highest quality class possible. Please do not come to a class other than the one you are registered for without speaking with the instructor. We have many classes that are filled to capacity, and we want to ensure that there is a spot for you in the class you want, before you make the drive out here. This is in an effort to ensure that both enrolled students and makeup students, alike, get the highest quality class possible.

We do not offer refunds or credits for missed classes.

## Withdrawal Information & Tuition Refund Policy

It is our desire to remain fiscally responsible and to be good stewards of the financial commitment our families have made to their children's education. As such, to maintain a sound operating budget, parents withdrawing their student(s) from Paper Plane Learning during the school year will be assessed a portion of the tuition based on the date of the withdrawal notice, which follows the schedule below.

<b>Date of Notification</b>	<b>Refundable Amount</b>
Before September 1	100% of 2019-20 Tuition
September 1 - October 31	50% of 2019-20 Tuition
November 1 - December 31	25% of 2019-20 Tuition
After January 1, 2021	0% of 2019-20 Tuition

## Classroom Policies

1. No food or drink is allowed in the classroom area. Drinks are permitted in the waiting area and can be kept there during class.
2. The computers and tablets are expensive pieces of equipment. As such, we ask that students handle them with care.
  - a. Absolutely no food or drink near the computers or tablets.
  - b. Please leave your workstation in the same state in which you found it. Keep your workstation neat.
  - c. Use the internet safely. Please do not download anything unless the instructor specifically tells you to do so.
  - d. Keep your files organized. Your instructor will help you set up a folder on the desktop where you can store your files. Do not store files in any other location. Several students will use your computer throughout the day/week and it's easy to lose things if they're not stored in the right folders.
3. Be respectful of the teacher and the other students in class. When the instructor is giving the demonstrations, please pay attention. The instructor is happy to give individual attention to students who need it, but it is unfair to the other students in your class if the instructor has to repeat the lesson because you were not engaged.