



## **Enrollment & Tuition Policies**

### **Christa McAuliffe Academy School of Arts and Sciences Pledge**

At CMASAS we get education. We understand that not all students learn the same way, at the same pace, and at the same time. We understand our model is different. Students and parents may need time to adjust. We back up our personalized education with a trial period for full-time enrollments. We allow students to rollover unused courses when renewing with continuous full-time enrollment. We also offer a tuition refund policy for individual course enrollments. Review our complete enrollment and tuition policies below.

### **CMASAS Start Date**

CMASAS strives to accommodate requested start dates. The enrollment start date will be based on availability. The enrollment start date is the date a course is processed and available for student activity, regardless of the date a student logs in to begin.

### **CMASAS Full-time Trial Enrollment Details**

If for any reason our Personalization model isn't the right fit for your student, notify us before your student is enrolled in their 3<sup>rd</sup> course and within 30 days of your enrollment start date. We will cancel your enrollment with no further tuition payment obligation. If paid in full, a refund will be issued less one monthly payment for the plan selected. Registration fees are non-refundable.

The trial period is for students who have not previously enrolled in CMASAS. The trial period ends upon enrollment of a third course including the Foundations in Personalized Learning course or the end of 30 days, whichever is sooner. The parent or guardian must notify CMASAS of their intent to withdraw via the [Student Withdrawal Request Form](#). Registration fees are non-refundable.

### **CMASAS Individual Course Trial Enrollment Details**

We offer a full refund less \$200 per course enrollment within 30 days of the enrollment start date. There is no refund after 30 days of enrollment on individual course enrollments. Individual courses are nontransferable.

### **CMASAS Course Drop Details**

A student has up to 30 days to drop a course and not have it reflected on their academic record if they have completed less than 15% of the course. After 30 days or over 15% completion, and through the enrollment end date, a student will receive a "W" for withdrawal for any dropped course. The student will receive an "I" for incomplete if they don't complete the course by the enrollment end date. All courses reflected on a student academic record count toward their course enrollment credits.

## CMASAS Student Course Change Policy

A student has up to 30 days to drop a course and not have it reflected on their academic record. After 30 days, and through the enrollment end date, a student will receive a "W" for withdrawal for any dropped course. The student will receive an "I" for incomplete if they do not complete the course by their withdrawal date.

A course change fee of \$200 may apply to any course dropped regardless of the length of enrollment. All courses reflected on a student academic record count toward their course enrollment credits. This policy applies to dropping or adding Honors after a course has started and dropping AP courses after 14 days of enrollment.

## CMASAS Full-time Student Course Add Policy

CMASAS reserves the right to limit student course enrollments within the final four weeks of an enrollment period unless a renewal has been processed. Students will be required to complete all current course enrollments prior to adding additional courses during this time period.

## CMASAS Course Rollover Details

Sometimes life gets in the way, and a student may not complete a full enrollment of 12 semester courses within a 12-month period. CMASAS allows students to rollover unused courses that are in-progress and/or not used from one academic year to the next with continuous enrollment. Students access rolled over credits after having completed their current enrollment plan credits.

## CMASAS Diploma Issue Policy

CMASAS diplomas will be mailed to the address on file in our student information system. It is the responsibility of students to provide CMASAS with a correct address for mailing diplomas. A fee of \$175 will be charged if a CMASAS diploma needs to be reissued or re-mailed for any reason. Additional shipping and handling fees apply to all international deliveries.

## CMASAS Enrollment Terms

### Full-Time Enrollment Terms:

**Semester:** Consists of a 6-month continuous term. (i.e., if enrollment start date is August 15<sup>th</sup>, 2023 the enrollment end date would be February 14<sup>th</sup>, 2024.)

**Full-Year:** Consists of a 12-month continuous term. (i.e., if enrollment start date is August 15<sup>th</sup>, 2023 the enrollment end date would be August 14<sup>th</sup>, 2024.)

### Individual Course Terms:

**Semester:** Consists of a 6-month continuous term. (i.e., if enrollment start date is August 15<sup>th</sup>, 2023 the enrollment end date would be February 14<sup>th</sup>, 2024.) AP and dual enrollment courses are not available for individual course enrollment.

**Full-Year:** Consists of a 12-month continuous term from the initial date of enrollment. (i.e., if enrollment start date is August 15<sup>th</sup>, 2023 the enrollment end date would be August 14<sup>th</sup>, 2024.) AP and dual enrollment courses are not available for individual course enrollment.

## Payment and Refund Terms and Conditions

**ALL SALES MADE OUTSIDE OF THE UNITED STATES ARE FINAL AND NO REFUNDS SHALL BE MADE.**

**Registration Fee:** CMASAS requires payment of a non-refundable annual registration fee for full-time enrollments.

**Tuition: CMASAS provides two payment options for tuition:**

1. Payment in full at time of registration.
2. Down payment at time of registration plus monthly payment plan. Prior to opening the final course for a student on a payment plan, no more than 2 monthly payments may remain. Parents may pay the difference between the outstanding balance and total of two payments at any time prior to the course being approved.

Tuition and all outstanding fees must be paid in full in order to receive a diploma from CMASAS. Unofficial transcripts are verified prior to finalizing official transcripts based on courses fully completed and tuition paid and applied to each course. Courses where tuition has not been paid will not be included on an official transcript.

### Full-Time Student Withdrawal

**Tuition Forgiveness Policy:** When withdrawing a student from the school, the parent/guardian must complete the [Withdrawal Request Form](#). "Withdrawal Date" is the electronic imprint date and time on the form submission. Any form submission with imprint time after 5 pm Pacific time will be considered as received on the next business day.

**Full-Year Enrollments:** If a withdrawal is submitted between days 31-90 families may be eligible for a refund between the difference of the full-year tuition and current semester tuition listed on our website based on the number of course enrollments. If the withdrawal is submitted after 90 days, no refunds will be given.

**Semester Enrollments:** If a withdrawal is submitted between days 31-60 families may be eligible for a refund based on the number of courses provided, length of enrollment, and whether the student has started them. If the withdrawal is submitted after 60 days, no refunds will be given.

**Payment Plans:** Payment plans are valid for active students. Any outstanding payments remaining for students who withdraw are due at time of withdrawal and will be deducted automatically. Student records will not be released until all outstanding balances have been paid in full.

THERE ARE NO REFUNDS ON MATERIALS PURCHASED AND ON ANY APPLICABLE SHIPPING CHARGES IF MATERIALS HAVE BEEN SHIPPED.

PERSONALIZED EDUCATION GROUP, INC. HAS NO OBLIGATION TO PROVIDE A REFUND IF YOU OR YOUR CHILD VIOLATES SCHOOL POLICY OR OTHERWISE FAILS TO COMPLY WITH ANY MATERIAL TERM OR CONDITION APPLICABLE TO YOUR ENROLLMENT.

**Late Fee Policy:** CMASAS regulations require that a late payment fee be charged to any family who is delinquent in paying tuition by the established due date. **An automatic late fee of \$20 will be applied to failed payment attempts 8 days after the initial failed payment. Student access will also be suspended if payments continue to fail 15 days after the initial failed payment, and a \$40 reinstatement fee is required to resume student access.** Access will be granted when all tuition due has been paid. The late fee will be added automatically and is non-refundable.

**Payment Return Fee Policy:** CMASAS requires a \$20 fee for all return funds regardless of the reason.

**Suspension and Termination:** Personalized Education Group, Inc. may suspend course access to CMASAS students without notice if the student is on a payment plan, and we have not received payment for service or payment has been declined. In addition, Personalized Education Group, Inc. may terminate any enrollment if student and/or guardian breach or otherwise fail to perform any material obligation. A reinstatement fee of \$40, in addition to past due tuition, will apply to any student whose account has been suspended. Any terminated account must complete a new enrollment registration at current tuition rates in addition to paying tuition which is past due. Registration fees apply to all enrollment registrations.

**Collection Costs and Attorney Fees:** If any unpaid registration fees or tuition are sent to collections, or if an arbitration, suit, or action is instituted to interpret or enforce the provisions of this Agreement, to rescind this Agreement, or otherwise with respect to the subject matter of this Agreement, the party prevailing on an issue will be entitled to recover with respect to such issue, in addition to all collection costs, reasonable attorney fees incurred in the preparation, prosecution, or defense of such arbitration, suit, or action as determined by the arbitrator or trial court, and, if any appeal is taken from such decision, reasonable attorney fees as determined on appeal.

**Arbitration:** Any dispute, controversy, or claim arising out of or relating to this Agreement will be settled by arbitration. The exclusive arbitration forum, and venue for any disputes, will be the Arbitration Service of Portland, Inc. in Portland, Oregon. Judgment on the award rendered by the arbitrator may be entered in the circuit court in the county in which the arbitration occurs, and the resolution of the disputed matter as determined by the arbitrator will be binding on the parties.

**Governing Law:** This Agreement will be governed by and construed in accordance with the laws of the state of Oregon, without regard to conflict-of-laws principles.