



## HCA Costs & Payment Policies

### How Much Will HCA Cost?

HCA charges nonrefundable Registration Fees to enroll, Tuition and Materials Fees per student per class, including tuition for Study Halls and a supervised Lunch & Recess period. Some classes cost more due to their complexity and teacher expertise, particularly in the fine arts. Materials Fees per student per class vary. Specific Tuition and Materials Fees by class may be viewed on the *Class Availability Page* on the website.

Many classes have required textbooks, workbooks and standard classroom supplies that you must purchase for your student to bring to their first week of classes. Full details are found online on the *Classes & Descriptions* web page.

Tuition & Materials Fees are nonrefundable AFTER June 15 unless a class is full and there is a waiting student available to fill the slot. Registration Fees increase over the summer. Materials Fees remain constant year round. *Actual Registration Fees and Tuition rates are listed in Appendix A.*

HCA charges \$15 Late Fees and registration Change Fees, to encourage you to finalize your choices when registering for classes. Missing paperwork or checks and adjusted schedules create extra work for the Admin Team during our busy summer registration season as well as after classes have begun. *See Appendix B below for details.*

### What Sort of Time Commitment Must I Make?

Since HCA is a “cooperative tutorial” all member families are required to actively participate in HCA’s operations. While some serve in a leadership role or teach, most provide help on a few class days and complete one additional task from a list of options.

All families serving on Thursday class days submit “service checks” with their Registration & Enrollment Packet. These checks are returned the day the service shift is worked or the family may opt to pay a substitute. *See Appendix C below for details.*

### How Much Homework Is Required?

Homework varies widely depending upon the type of class. Carefully read the online course descriptions to determine if the estimated required homework works within your family’s schedule and priorities. ALL ASSIGNED HOMEWORK IS MANDATORY.

HCA’s teachers are experienced working with varying levels within their classes and can adapt expectations, within appropriate bounds, according to ability. Teachers of younger students in lower grades welcome parents to act as “scribe” since the thinking process and/or subject knowledge is more important than the child’s current level of penmanship. Regardless of the level of home help however, all homework must be completed unless advance arrangements are made.



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### Appendix A – Registration Fees & Tuition

1. The **nonrefundable Registration Fee** is submitted to request enrollment.

Month	Reg. Fee per Child	Maximum per Family
Apr-June	\$20	\$70
July	\$30	\$80
August	\$35	\$90
Sep-Mar	\$40	\$100

2. **Tuition Rates** per class per student.

Class Type	Full Year (30 Weeks)	Partial Year* (after 7 <sup>th</sup> week)	2nd Semester** (15 Weeks)
Standard 1 period class	\$175	\$150	\$95
Theater/Drama Class	\$195	\$170	\$110
Instrumental Ensemble Class	\$300	\$255	\$165
1 ½ period high school class (~85 min.)	\$260	NA*	\$130
Study Hall	\$60	\$50	\$30
K-8 <sup>th</sup> grade Lunch & Recess	\$30	\$25	\$15
High School Lunch	\$15	\$13	\$8

\* Please contact HCA prior to enrolling after the start of classes or for the 2<sup>nd</sup> Semester.

- High school academic classes close after the 3<sup>rd</sup> class meeting.
- Most classes will accept students through Feb/March with the understanding the student is able to “jump in” to current class progress.
- Classes such as Chorus, Intro to Public Speaking, Theater, Yarn Art, close about mid-way through the 1<sup>st</sup> semester, but reopen for new students at the start of the 2<sup>nd</sup> semester.

\*\* Single Semester Enrollment applies when:

- A family enrolls at any point during the 2<sup>nd</sup> Semester.
- A family new to HCA, with K-2<sup>nd</sup> grade level students, chooses to enroll in the 1<sup>st</sup> semester only. They may add the 2nd semester later if desired.

3. **Materials Fees** per class per student vary widely. These fees are set by the individual teachers per class, dependent upon how many photocopies, lab supplies, scripts, workbooks, art supplies and other items, the teacher provides for students.
  - P.E. has no Materials Fees as it is a participation only class.
  - Most classes are in the \$5-\$25 range
  - A few are \$45 since the teacher provides all content materials versus requiring a textbook.
  - Theater classes’ fees are the highest at \$55 to ensure a workable production budget for the class. Plays require performance rights, scripts, props, costumes, cast parties, etc.



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### Appendix B – Refunds, Late Fees & Change Fees

Registration Fees are nonrefundable.

Tuition & Materials are nonrefundable after the Drop Deadline on June 15. HCA's teacher contracts guarantee teachers pay for the number of students enrolled as of the Drop Deadline.

*Please WAIT to enroll in any class or period that may conflict with other activities. A small Change Fee to add a class later in the summer, when you have 100% certainty, is a much safer option than the risk of paying for a class your teen or child is unable to attend.*

Families whose Registration & Enrollment Packet is past due and/or submitted incomplete will be subject to \$15 Late Fee. *PLEASE RESPOND PROMPTLY to Admin email notification of missing items to avoid this situation.* If a packet is not completed on time your student(s) may be disenrolled from classes that have filled and have active waiting lists.

A \$15 Change Fee will be charged for each request per family to make any changes to their family's class schedules if their packet has been received or if the change request is made after their packet due date. Exceptions apply for a one-time request to add Study Hall(s) and/or Lunch period(s) or if a class was cancelled by the teacher after the Drop Deadline.

### Appendix C – Mandatory Service & Service Checks

The first part of minimum mandatory service requirement is to help in some way with one off-site activity or HCA performance event. This is chosen as part of the enrollment process. Most tasks require just a few hours of time or help at a single event.

The second part of a family's minimum mandatory service requirement to HCA is through covering Thursday class day Study Hall & Lunch Shifts.

- The total number of classes, study halls & lunch periods for all enrolled students together, determines the number of service shifts.
  - a) 1 to 7 (classes + study halls + lunches): One \$30 check and one \$15 check
  - b) 8 to 14 (classes + study halls + lunches): Two \$30 checks and two \$15 checks.
  - c) 15 or more (classes + study halls + lunches): Three \$30 checks and three \$15 checks
- **Service Checks** are submitted with the Registration & Enrollment Packet. Checks are:
  - Returned to the family the Thursday a shift is covered OR used to pay a substitute.
  - Written for \$30 (Study Hall) and \$15 (Lunch & Recess).
  - Signed with the "payable to" blank and dates blank.
- Some shifts may NOT be necessary depending upon final enrollment for the school year, but count on at least one set of shifts per family. Unused checks will be returned to families.

NOTE: Service Checks and an extra duty do not apply to families serving HCA as a Teacher, Teacher's Assistant, Monitor, Coordinator or Administrator since they are meet all their service requirements on a weekly or monthly basis throughout the year.



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### Appendix D – Payment Policies

A student is officially enrolled when their completed Registration & Enrollment Packet, with all paperwork and payment checks, has been received by HCA's Treasurer. The complete packet must be received prior to your child attending HCA classes.

Tuition and Materials are refundable ONLY IF a class is dropped prior to the Drop Date of June 15 or if a class is cancelled by the teacher due to low enrollment or special circumstances.

Families utilizing PayPal to make payments will cover any transaction fees.

Parents are responsible to pay any bank fees HCA is charged when a payment check does not clear.

Enrollment may be terminated if two or more checks do not clear without HCA being notified and other arrangements having been made.

Re-enrollment will be denied if there are outstanding payments at the end of the school year.

*PLEASE contact the HCA Treasurer or Registrar if you have ANY questions regarding these policies.*