



## HCA Costs & Payment Policies

### How Much Will HCA Cost?

HCA charges nonrefundable Registration Fees, 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 are listed with the Registration process.

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 under class descriptions when Registering for classes.

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 Admin 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 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 one class day and complete one additional task from a list of options.

All families serving on Thursday class days submit a “service check” with their Registration & Enrollment Packet. This check is 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

- The **nonrefundable Registration Fee** applies on a per child basis to the first three children within a family, with additional fees per family after June 15.

Date Range	Reg. Fee per Child	Additional Reg Fee per family	Maximum per Family
Apr/May – June 15	\$25	NA	\$75
June 16- Aug 22	\$25	\$15	\$90
August 23 - Feb	\$25	\$30	\$105

- 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 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.

- 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 – Registration, Refunds and Admin 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.

A 10% Down Payment of the total invoice, or payment in full, is due and helps secure a family's enrollment during Registration. Semester or monthly payments are available to pay the remaining balance of the invoice, with the first payment in both cases due on July 15<sup>th</sup>.

*Please WAIT to enroll in any class or period that may conflict with other activities. A small Admin Fee of \$15 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.*

\$15 Admin Fee will be added in the following circumstances:

- Families whose paperwork is incomplete or Down Payment that is past due. *PLEASE RESPOND PROMPTLY to Admin email notification of missing items to avoid this situation.* If these items are not addressed, your family's enrollment is NOT secure.
- Each request per family to make changes to their family's class schedules if their Registration has been processed and the Open enrollment period has begun.

An Admin Fee do not apply to 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 a Morning or Afternoon Study Hall and a Lunch Shift.

- **A Service Check written for \$45** is submitted with the Registration paperwork. Shifts are signed up via an online link. The check is:
  - Returned to the family the day they work their shift OR is used to pay a substitute.
  - Signed with the "payable to" blank and dates blank.
- In the event Registration is "low" one year it may be necessary, depending upon final enrollment for the school year, to ask families with a higher level of enrollment to work an additional shift. This will be communicated in advance if it becomes necessary.

NOTE: The service shift and an extra duty do not apply to families serving HCA as a Teacher 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 family secures their child(ren)'s enrollment by paying either a 10% Down Payment or payment in full, all forms have been received, service commitments have been made and the service check has been received.

If a family has not secured their child(ren)'s enrollment, per above, a child or teen could be placed on the Wait List for a class that fills and has other students waiting to enroll.

To ensure clear tracking of payments HCA will not accept CASH payments.

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.

First tuition payments for the balance of the invoice are due the 15<sup>th</sup> of July and must be paid prior to a student attending classes.

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 payments 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.*