

## **LABYRINTH TUITION POLICY**

### **TUITION IS DUE THE 4th TUESDAY OF EACH SESSION**

In order to keep Labyrinth running smoothly, it's extremely important that payments be made on time and turned in with a Payment Summary form. Check processing comprises the bulk of our administrative work and requires a huge effort on the part of our volunteers. We process hundreds of checks each session...and that's a lot to ask of our volunteers! **PLEASE PAY ON TIME.**

### **PAYMENT SUMMARIES ARE REQUIRED WITH CHECKS**

Payment Summaries are generated and available on the website on the 3rd and 4th weeks of each 4-week session. You can print one yourself or stop by the Info Desk to pick yours up. We print the Payment Summaries for your convenience and to be sure everyone has one available. Payment Summaries are a critical part of our check processing procedure and help us streamline the process. **No checks can be accepted without a Payment Summary**, as that causes extra work for the check processors and slows down our processing.

### **WHEN TO PAY**

Payments for each upcoming session may be made on the 3rd or 4th Tuesday of each 4-week session. Checks may be dropped off at the Info Desk or mailed to the address on the Payment Summary. Unless other arrangements have been made with a Labyrinth Board Member or check processor, checks must be received at the Info Desk by 12:30 PM or mailed and post marked no later than the 4th Tuesday of each session.

### **YOU CAN PAY IN ADVANCE**

If it's more convenient for you, please feel free to pay for multiple sessions in advance. If you plan to be away for an upcoming pay period...or if you just want to avoid writing zillions of checks, it's fine with us! Pre-paid tuition will not show up on your Payment Summary unless there is actually a balance due. The only snag with pre-paying is that any refunds for classes cancelled by teachers or by Labyrinth will need to be arranged directly with the teacher. Once checks have been distributed to teachers, Labyrinth cannot process refunds.

### **CHECKS MADE PAYABLE TO INSTRUCTORS, DROPPED OFF AT INFO DESK OR MAILED**

Checks are made payable to the instructors. Totals to an individual instructor (tuition, supplies, multiple students) may be combined, so only one check per instructor is necessary. Labyrinth cannot accept cash. Please do not pay instructors directly. We need to record your payment prior to releasing your checks to teachers.

### **LATE FEE ASSESSED FOR LATE PAYMENTS**

Unless other arrangements have been made in advance, a single \$20 late fee is assessed covering all payments due for the session. Late Fee checks are made payable directly to Labyrinth and can be mailed to the address on the Payment Summary or dropped off in the tuition box at the Labyrinth Info Desk. In addition to delaying completion of recording, filing, and distributing processes, late checks require extra followup with both families and instructors, creating a great deal of extra work for our volunteer check processors. Our Late Fee Policy is strictly enforced. Please help us keep Labyrinth running smoothly by paying on time. (Late fee payments go into Labyrinth's general fund and are used to subsidize Labyrinth activities, such as field trips and Craft Days.)

### **DROPPING A CLASS**

Please register your children with the intention to participate from September through May. Should you find it necessary to drop a class for any reason, please use the Registration Screen on the website to drop the class on line. When you click on the DROP box, a prompt will come up asking for the reason the class is being dropped. This message goes directly to the instructor and Labyrinth Board members.

### **DEADLINE FOR DROPPING A CLASS**

The deadline to drop a class and not be charged for the upcoming session is Sunday (5:00 PM) of the 3rd week, prior to the generation of Payment Summaries. Classes may still be dropped after the deadline. You ARE welcome to register for and start a replacement class any time, but you will be obligated to pay for the upcoming session as it appears on your Payment Summary.

### **ADDING A CLASS**

If you add a class mid-session, tuition is pro-rated to reflect the number of classes your student will actually attend. If the class has a One-Time Material fee, it may or may not be pro-rated depending on the nature of the class. You can check with the instructor to find out. If you are adding a class after Sunday (5:00 PM) of the 3rd week, after Payment Summaries have been generated, please be sure to note the addition on the Payment Summary. Be sure to indicate when your child will or did begin attending the class.

### **CLASSES CANCELLED BY TEACHER ARE PRO-RATED**

If a teacher cancels class, the tuition for the missed class is pro-rated. If the cancellation occurs after Payment Summaries have been generated, the credit will be applied to the following payment period and appear on the Payment Summary for the following session.

### **CLASSES CANCELLED BY LABYRINTH ARE PRO-RATED**

If Labyrinth cancels classes due to snow or other circumstances, a credit of 1/2 the tuition for that class is applied. If the cancellation occurs after Payment Summaries have been generated, the credit will be applied to the following payment period and appear on the Payment Summary for the following session.

## **LABYRINTH POLICY REGARDING LEAVES OF ABSENCE**

Labyrinth does not support leaves of absence, unless families continue to pay tuition and have made arrangements with the Jobs Coordinator to have their job responsibilities met during their absence. Many of our instructors purchase supplies in advance and rely on a minimum number of students to make it financially practical to teach their classes. We don't feel it's fair to our teachers to ask that a student's seat in a class be held unless tuition is paid. Supplies and materials (art and science supplies, handouts, etc.) used in unattended classes cannot be saved for or provided to students upon their return.

Families wishing to leave Labyrinth temporarily and not pay tuition during that time are asked to drop all classes and rejoin when they return. There is a \$50 administrative fee for re-joining. If you are planning a leave Labyrinth for an extended period of time and will be withdrawing from classes temporarily, please make arrangements with a Labyrinth board member.