Credo Academy Registration Information and Payment Agreement

NEW FAMILIES

The purpose of Credo Academy is to provide support and encouragement to the homeschooling family by providing classes that supplement and complement their curriculum. Credo Academy is not a "school" in the traditional sense. We believe that "school" takes place in the home and our enrichment classes are designed to support families in those efforts. Credo Academy operates as an educational clearinghouse, facilitating connections between Christian instructors and homeschooled students. Please understand that Credo Academy teachers/instructors are independent contractors, and your registration is a contract with and a commitment to the instructor to take the class/es for which your student is enrolled or to be compensated in kind.

Please understand that your registration is important to the whole community. Instructors set their class size minimums. When you enroll in a class, you are making a step toward that class running for that semester/year. If the class minimums are not met, the instructor can choose to not offer that class. Please make your class decisions carefully as there are not only financial implications for your family, but your choices affect the whole community, and can result in a class being cancelled for the entire community.

REGISTRATION INFORMATION

New family applications must be received at the new family interview. No incomplete paperwork will be accepted.
Please bring the following completed and signed paperwork:
- Family Information Form, Family Eligibility Form, the Medical History/Release form, this Registration Information and Payment Agreement form, and the Class Application Form.

Please bring several checks to the interview for the application fee, the registration fees, and the tuition and materials fees:
- Application fee: Check made payable to Credo Academy for one-time, non-refundable application fee. Check will be deposited directly after the interview.
- Registration fee: Check made payable to Credo Academy for all of the Credo registration fees. It can be one check for entire family's registration fees. Check will be deposited directly after the interview.
- Class tuition and material's fee: Checks are payable to each individual instructor. The checks for the instructor's tuition and materials fees will be kept until July 15th, and then will be deposited.

Please see payment deadlines and amounts in the section below under "Payment Information & Agreement).

We cannot accept any incomplete paperwork or payment which may result in your student not getting the classes they desired, or possibly even prevent your family's acceptance to Credo.

After your interview, if your family was invited to join Credo Academy, you will receive an email from the registrar welcoming you to Credo, and informing you how to log into our website.

Once you have "joined" Credo Academy on our website, you will have access to class registrations. Although you have given your interviewers your paperwork indicating which classes your student is registering for, you **MUST** register them for classes through the website. Failure to register them online means they are **NOT** registered for any classes. Please don't delay in completing this step as it could result in your student not getting into the classes they wanted. Please register for all of the classes you indicated on your Class Application form you turned in at your interview. If you are interested in registering for more classes than you originally indicated on your form, please reach out to the registrar.

I understand I must register for private lessons as I would any other class. I am committing to pay for at least the first 30 days. Please contact the instructor to schedule lesson times.

Once you have access to our website, please adjust your profile settings to receive forum posts and weekly emails. Failure to receive these important communications from Credo Academy leadership and participants could result in you missing very important information about classes, events, and other important postings. If information is posted to the forum or sent in the weekly email, we consider you informed about that information and will be held responsible accordingly.

We have read the Registration Information and are in agreement:

Father's Signature: _____ Date: _____

Mother's Signature: _____ Date: _____

PAYMENT INFORMATION & AGREEMENT

APPLICATION & REGISTRATION FEES

- Application fee: One-time $50 fee, collected at interview. This fee is non-refundable. Please make check payable to Credo Academy. Check will be deposited directly after the interview.
- Registration fee: $25 for semester-only classes, $50 for year-long classes, collected at interview. Check can include registration fees for the entire family. Please make note of delineation of amount included on the memo line. Please make check payable to Credo Academy. Check will be deposited directly after the interview.
- Please note: Registration Fees are non-refundable but are *transferrable* within the current semester only. If an instructor cancels their class, registration fees will be returned.

TUITION AND MATERIALS FEES

- Year-long and fall semester-only tuition and materials fees are collected in full at your interview, and checks are to be made payable directly to the instructor. You will find class tuition and materials fee amounts for each class in the class catalog.
- Checks for tuition and materials fees are non-refundable and will be deposited in July when we are sure which classes will run (based on enrollment).
- Any unpaid fees or tuition that remain unpaid after two weeks of classes starting will result in your student no longer being able to attend classes until full payments are received.
- For new families, your class drop deadline is your interview date. There will be no refunds or class withdrawals once you leave the interview. Once you are considered a returning Credo family, your tuition payment to the instructor is required unless you withdraw from the class by notifying Credo Academy in writing. You must withdraw from a fall semester or yearlong class before the drop date which is typically early-May for returning families. Once these drop dates have passed you may not withdraw from a class without paying for the entire class. Withdrawal from a spring semester class must be done before the drop date in December. Please verify drop deadlines on the website calendar or academic calendar.
- If an instructor decides to cancel their class the registration, tuition, and materials fees that you paid will be returned for that class. Sometimes instructors cancel their classes due to low enrollment. This is decided by July 15th (for fall semester-only or year-long classes) or early in January (for spring semester-only classes).
- Please realize your registration is a contract with, and a commitment to, the instructor to take the class(es) for which your student is enrolled, or to be compensated in kind.
- Once you have been accepted onto our website and have registered for the classes you indicated on your Class Application form, if you desire to enroll for more classes than you first indicated on your Class Application form at your interview, please reach out to the registrar. You are free to add as many classes as you would like, but because your drop deadline has passed (on your interview date), please understand that you are agreeing to pay for the entire class tuition, materials fees, and registration fees for those new classes.
- Private Lessons 30 Day Pre-Pay Policy: The first month of lessons is due at the interview. When you register for a private lesson, you are committing to pay for at least the first 30 days. Following the initial payment, please arrange a payment schedule with the instructor

We have read the Payment Information and are in agreement:

Father's Signature: _____ **Date:** _____

Mother's Signature: _____ **Date:** _____

Please list the student information for all students you are enrolling:

Student Names: _____   _____

_____   _____

_____   _____

(Revised 3/22,CR)