

Podium Power

Payment Policy

Registration

- Registration fees are per student per year due on or before the first class day.
- Registration fees are non-refundable.
 - Exception: Registration fees are refunded when a class does not make.
- Speech: \$15
- Debate: \$30
- Government: \$15

Books

- Any required books will be listed in the course syllabus.

Tuition: All Courses

- Tuition is due on the first class day of each month.
- Tuition can be paid in equal payments of \$40 per month for 9 months (4 months for debate).
 - *Or* payment per semester can be arranged with the instructor.
- Family Discount:
 - 10% off total monthly tuition for multiple family members
 - Family discount does not apply to specially arranged classes for private groups
 - Family discount does not apply to registration/materials/book fees

Payments

- Payment method
 - Personal check
 - Checks should be made out to Podium Power and should include the student's name in the memo line
 - Online banking
 - PayPal on the Podium Power web site: www.podiumpower.net
 - Cash
 - When paying by cash place the cash in an envelope
 - Write the student's name, class, and amount on the outside of the envelope
- Method of Delivery
 - Hand delivered by the student
 - Regular mail
- Monthly statements are sent only at the request of the parents.
- Any payment received after the second class day of the month is considered late.
 - Consistently late payments will incur a late fee of \$5.00.
- Delinquent accounts of 90 days or more is cause for dismissal from class and withholding of grades
- Returned checks:
 - A \$12 fee (subject to change) will be charged to the student's account for each returned check.

Absence/ Reimbursement

- A student's absence will not be reimbursed.
 - An assignment not turned in due to an absence should be turned in when the student returns to class.
 - Students are responsible for making up missed work.
- In the event of the teacher's absence
 - A qualified substitute teacher will be provided, OR
 - The teacher will post the class online, OR
 - Class field trip or tournament will be considered reimbursement (depending on which class a student is enrolled in), OR
 - The teacher's absence will be reimbursed.
- Private groups/co-ops
 - Classes cancelled due to the teacher's absence will be made up on a day agreed upon by the co-op leadership and the teacher.

Inclement Weather

- During bad weather listen to local news stations for school closings. If AISD closes, we will close.
- CCPA students: Check the CCPA calendar for a make up day. If a make up class is not feasible, a refund will be given.
- All other students will follow their respective Co-op policies.