

## Payment Information & Schedules for Year-Long Classes Richmond Hill 2018-19

**T**hank you for your support of Community Education. We look forward to having your child in our program. Please take a few minutes to read and understand these payment procedures. The Community Education Program is a self-supporting program and must rely on the prompt payment of your fees. It is imperative that your payments be received on time. If timely payment of fees is not possible, please see the Community Education System Director. If the policies below are not followed, the student could be withdrawn from the class and placed on waiting list. Once the balance is paid in full, the student may return to class if there is an opening. Please call the Community Education Office at 459-5116 if you have any questions. Thank for your support and enrollment!

**Please read and save this important information. Payment due dates and amounts for each year-long class is included below. Parents should refer to this schedule throughout the year to see when classes meet and payment due dates for each specific program.**

Payments in the form of checks will **only be accepted from the parents or legal guardians of the student**. If a parent has a childcare account associated with their employment and the employee is sending payment directly to the Community Education Office, these checks will continue to be accepted. Cash or money order payments to an account can be accepted at any time.

**Registration Fee:** A registration fee of \$25.00 per student is required with registration for every year-long class. **The registration fee is due with the first payment**. This fee is charged only once during the school year regardless of whether the student is enrolled in one or multiple courses.

### How to Register:

- Register online at [bryancountyschools.org/o/comed](http://bryancountyschools.org/o/comed). Complete the registration form online and click 'submit'
- Complete a registration form available at the Community Education Center located at 120 Constitution Way, Richmond Hill, GA. 31324
- Completed registration forms may be faxed to: 912-756-5638

### Payments are accepted in the following ways:

After you have been confirmed in a class, payments may be made online at [MyPaymentsPlus.com](http://MyPaymentsPlus.com).



- Mailed to the Community Education Office, 120 Constitution Way, Richmond Hill, Georgia 31324. Please allow sufficient time for payments that are mailed to reach our office **before** the class start due date
- Paid in the Community Education Office located at the Richmond Hill Community Education Center. Our hours of operation are: Monday –Thursday 8:00-6:30 p.m. and Fridays 8:00-5:00 pm
- Placed in the drop box on the front wall of the Community Education Office
- If you have questions about a payment schedule, need assistance in establishing a payment plan, or would like to register for additional classes, you may call the Community Education Office at 459-5116

### **Important payment information:**

Class fees are due on the first day of each class; however, payments will be accepted PRIOR to the second class without late fees being charged. All payments must be received on a timely basis to avoid late fees or withdrawal from classes. Repeated late payments will result in a student's withdrawal from the program. In order to remain enrolled in a program, accounts in the Community Education, Before/After School Program and Summer Camp must be up-to-date. An unpaid balance in any program could result in a child being withdrawn from the Before/After School Program and from a Community Education class.

- If a parent decides to withdraw their child from a class, the parent must contact the Community Education Office. Students cannot be withdrawn from a class based on information provided by an instructor or homeroom teacher. **Unless a parent calls the Community Education Office to withdraw a student, class fees will continue to be incurred.** Refunds will be processed at the end of each month
- A payment plan is available; however, parents must contact the Community Education Office and arrange for scheduled payments before the first class or before they become delinquent with the payments. This payment arrangement, if followed by parents, will ensure that their child will remain in the class and no late fees will be charged to the account
- Payments may be made by check, cash, or money order. All checks should be made payable to the Bryan County Board of Education (BCBOE)
- CE Class payments and Before and After School Program payments ***must be paid on separate checks***
- Please note on your payment the name of the student and name of the course. If the last name of the person making the payment is different than the last name of the enrolled child, please make sure that this is included in your payment information. This will streamline the payment process and avoid any confusion about crediting payments
- Community Education instructors are not allowed to accept payments
- During the past several years, we have maintained waiting lists of students who cannot be placed in classes due to enrollment requirements. If there are students on a waiting list for a specific class, parents will be notified when there is a vacancy

### **Listed below are the fees and due dates for the 2018-2019 school year.**

Parents have the option of making one payment for the yearly fees associated with the specific class their child is attending. Yearly fees are included with the class fee information listed below.

#### **Year-Long Classes:**

In an effort to simplify class payments, an "eight-month even payment" system has been implemented for most of the year-long classes. The yearly classes fee was divided into 8 equal monthly payments for the months of September through April or into equal class sessions. All holidays and teacher workdays have been taken into consideration. A non-refundable, yearly \$25 registration fee is due with the initial payment for these classes. If a student enrolls in more than one class, only one \$25 registration fee is due. Fees are due at the first lesson each month from September through April.

### ART ADVENTURES:

- Classes Meet: Tuesdays
- Grade level: K-5th
- Payment options: Class fee may be paid in one yearly payment of \$505 (which includes the annual \$25 registration fee) or
- Paid in eight-monthly payments of \$60. If you choose to pay the fee each month, the annual \$25 registration fee is due with your first payment unless it was paid with another year-long class.



### DANCE (BALLET, TAP, JAZZ):

- Classes meet: Wednesday
- Grade level: Pre-K and up
- Payment options: Class fee may be paid in one yearly payment of \$505 (which includes the annual \$25 registration fee) or
- Paid in eight-monthly payments of \$60. If you choose to pay the fee each month, the annual \$25 registration fee is due with your first payment unless it was paid with another year-long class.

### GYMNASTICS/TUMBLING:

- Classes meet: Monday – Friday
- Payment options: Class fee may be paid in one yearly payment of \$365 (which includes registration fee and exhibition costume fees) or
- Paid in four-payments scheduled throughout the school year. These four payments are due according to the following schedule:

1st payment	\$105 (includes \$25 registration fee)	due the week of Aug. 27th
2 <sup>nd</sup> payment	\$100 (includes \$20 costume fee)	due the week of Oct. 29th
3 <sup>rd</sup> payment	\$80	due the week of January 14th
4 <sup>th</sup> payment	\$80	due the week of March 11th

### PIANO:

- Classes meet: Monday - Friday
- Payment options: Class fees may be paid in one yearly payment of \$505 (which includes the annual \$25 registration fee) or
- Paid in eight-monthly payments of \$60. If you choose to pay the fee each month, the annual \$25 registration fee is due with your first payment unless it was paid with another year-long class.



### SNAPOLOGY:

Classes Meet: Wednesdays, Thursdays and Fridays

Grade/Age Levels: 2 Yrs. To 8<sup>th</sup> Grade

Payment Options: **Classes for 2 Yr. Olds and 3&4 Yr. Olds:**

Class fee may be paid in one yearly payment of \$375.00 (which includes the annual \$25.00 registration fee) or

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|----------------------------|--------------------------------|----------------------------------|
| ▪ 1 <sup>st</sup> payment: | \$95.00 (\$70 + \$25 Reg. Fee) | Due Wk. of Aug. 29 <sup>th</sup> |
| ▪ 2 <sup>nd</sup> Payment  | 70.00                          | Due Wk. of Oct. 17 <sup>th</sup> |
| ▪ 3 <sup>rd</sup> Payment  | 70.00                          | Due Wk. of Dec. 5 <sup>th</sup>  |
| ▪ 4 <sup>th</sup> Payment  | 70.00                          | Due Wk. of Jan. 30 <sup>th</sup> |
| ▪ 5 <sup>th</sup> Payment  | 70.00                          | Due Wk. of Mar. 13 <sup>th</sup> |

**Classes for PK to 8<sup>th</sup> Grade and Home School Students:**

Class fee may be paid in one yearly payment of \$475.00 (which includes the annual \$25.00 registration fee) or

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| ▪ 1 <sup>st</sup> payment | 115.00 (\$90 + \$25.00 Reg. Fee) | Due Wk. of Aug. 29 <sup>th</sup> |
| ▪ 2 <sup>nd</sup> Payment | 90.00                            | Due Wk. of Oct. 17 <sup>th</sup> |
| ▪ 3 <sup>rd</sup> Payment | 90.00                            | Due Wk. of Dec. 5 <sup>th</sup>  |
| ▪ 4 <sup>th</sup> Payment | 90.00                            | Due Wk. of Jan. 30 <sup>th</sup> |
| ▪ 5 <sup>th</sup> Payment | 90.00                            | Due Wk. of Mar. 13 <sup>th</sup> |

**TAEKWONDO:**

- Classes meet: Monday and Thursday
- Grade Levels: K & Up
- Payment options: Class fee may be paid in one yearly payment of \$505 (which includes the annual \$25 registration fee) or
- Paid in eight-monthly payments of \$60. If you choose to pay the fee each month, the annual \$25 registration fee is due with your first payment unless it was paid with another year-long class

**TENNIS:**

- Classes meet: Tuesday
- Grade level: K – 5<sup>th</sup>
- Payment options: Class fee may be paid in one yearly payment of \$505 (which includes the annual \$25 registration fee) or
- Paid in eight-monthly payments of \$60. If you choose to pay the fee each month, the annual \$25 registration fee is due with your first payment unless it was paid with another year-long class.

**KARATE:**

- Location: Lanier Primary School – Pembroke
- Class Meets: Wednesday and Friday
- Grade Level: K & Up
- Payment options: Class fee may be paid in one yearly payment of \$505 (which includes the annual \$25 registration fee) or
- Paid in eight-monthly payments of \$60. If you choose to pay the fee each month, the annual \$25 registration fee is due with your first payment unless it was paid with another year-long class.

**Abrakadoodle:**

Classes Meet: Mondays and Tuesdays

- Grade/Age Levels: 2 Yrs. To 8<sup>th</sup> Grade
- Payment Options:



**Classes for 2 Yr. Olds, 3 Yr. Olds and 4/5 Yr. Olds:**

- Class fee may be paid in one yearly payment of \$632.00 (which includes the annual \$25.00 registration fee) or
- 1<sup>st</sup> payment      155.00 (130 + 25.00 Reg. Fee)      Due Wk. of Aug. 27<sup>th</sup>
- 2<sup>nd</sup> Payment      130.00      Due Wk. of Oct. 22<sup>th</sup>
- 3<sup>rd</sup> Payment      130.00      Due Wk. of Dec. 10<sup>th</sup>
- 4<sup>th</sup> Payment      130.00      Due Wk. of Feb. 11<sup>th</sup>
- 5<sup>th</sup> Payment      87.00 (Last Session is 4 Weeks)      Due Wk. of Apr. 8<sup>th</sup>

**Classes for Middle School Students – 6<sup>th</sup> grade -8<sup>th</sup> grade**

- Class fee may be paid in one yearly payment of \$675.00 (which includes the annual \$25.00 registration fee) or
- 1<sup>st</sup> payment      155.00 (130 + 25.00 Reg. Fee)      Due Wk. of Aug. 28<sup>th</sup>
- 2<sup>nd</sup> Payment      130.00      Due Wk. of Oct. 16<sup>th</sup>
- 3<sup>rd</sup> Payment      130.00      Due Wk. of Dec. 4<sup>th</sup>
- 4<sup>th</sup> Payment      130.00      Due Wk. of Jan. 29<sup>th</sup>
- 5<sup>th</sup> Payment      130.00      Due Wk. of Mar. 19<sup>th</sup>