

Statement of Policies

Fee policies

- Hebrew Learning Circles (HLC) families make a financial commitment for an entire calendar semester (see HLC calendar) based on semester rates as quoted on the HLC Fee Schedule. HLC does not reimburse tuition, in full nor pro-rated, for missed sessions due to early departure caused by student family's choice and/or circumstance.
- Seventy five percent (75%) of the applicable semester fee is pro-rated when the number of instruction sessions provided is short of a full calendar semester. Twenty five percent(25%) is always full rated, nonrefundable, and nonnegotiable.
- The HLC Fee Schedule includes rates for one and a half hour(90 minutes) long weekly session per Circle size per student. Fees for weekly sessions that are longer than one and a half hour are calculated by adding thirty five percent (35%) for each additional half hour (30 minutes). For example, a two hour weekly session for a student participating in a seven student Circle costs the total of the indicated one and a half hour rate (\$420) plus 35% (\$147)(=\$567). Fees for a one hour weekly session per student are calculated by subtracting 25% from the indicated fee for same size Circle.

Cancelation and/or rescheduling policies

- HLC instructors do not makeup missed sessions due to student no-show/absence for any reason.
- A request to reschedule a session made one week or more in advance will be considered. Teachers are asked to make every effort to accommodate such requests but are not obligated to. Makeup work can be provided over the phone instead.
- HLC is committed to providing instruction for the full semester as marked in the HLC calendar. In the event of instructor no-show/absence, HLC requires that the student's parents or the Circle's coordinator notify the office by phone and e-mail immediately, and no later than five (5) days from the missed session. HLC will provide a substitute, or schedule a makeup session, or reimburse the pro-rated value of the missed session(s)(calculated according to the HLC pro-rating policy).
- Should parents or the coordinator fail to notify the office by phone and e-mail within five (5) days of an instructor no-show/absence, HLC will not reimburse the pro-rated value of the missed session(s)nor make up the missed session.

No policies or agreements may be changed orally.

I, (print name) _____ have read and understand the above HLC Statement of Policies. All my questions relating to the HLC Statement of Policies have been answered and satisfied by the HLC director and/or business manager. I have been provided with a current HLC calendar and a current HLC Fee Schedule. I accept and agree to purchase HLC educational services and programs under the terms stated herein.

Date _____ Signature _____

Hebrew Learning Circles

Innovative Jewish Education for Children and Adults

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