**0 1606 & 1640 S. De Anza Blvd. San Jose, CA 95129** 

 **Tel: 408.996.1638, 408.996.8788 WWW.GENIUSACADEMY.US**

**8/16/2021 to 6/04/2022 Enrollment & Tuition Agreement**

**Child’s Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Grade:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Registration Fee:**

A nonrefundable registration fee that is due upon registration is **$75 for new students.**

A nonrefundable registration fee that is due upon registration is **$50 for returning students** who were enrolled until June of 2021. Any other returning students who were not enrolled until June 2021 must pay the new student registration fee.

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**Class Units**

Class Units are used to calculate by the number of academic hours students are attending at Genius Academy. Classes that count toward class units are: Phonics, Writing, Reading Comprehension/Vocabulary, Literature, Math, Chinese, Public Speaking, and STEM. Classes that do not count toward units are Homework Club, Journalist Club, General Knowledge Activities, Craft, Story Time, Games, and Movie Time.

**Deposit**

**A deposit of $300 is due upon registration**. All of our classes are based on a year-round curriculum, so we encourage students to stay for the full course to get the most out of what we can offer. The deposit ensures your child’s spot in our classes, especially since some classes fill up quickly and may have waitlists. Your deposit will be automatically deducted/refunded from your May-June tuition as long as the following conditions are met:

* Students enrolled in less than 4 units must give a written notice of withdrawal 30 days prior to the student’s last day.

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* Students enrolled in 4 or more units must maintain enrollment until **June 4, 2022.**
	+ Rare exceptions may be made for deposits for special circumstances (i.e. moving), but this **must be communicated at registration** and are at the discretion of our director.

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**Tuition Payment Schedule and Late Fees:**

Please refer to our school calendar for payment dates. Late payments over a week late will receive a $20 late fee.

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**Sibling Discount**

Siblings who both take 8 or more units may take an additional 10% off the tuition of the student who has lower total tuition.

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**Make-up Classes and Tuition Credit:**

We are staffed according to the number of students enrolled in our classes. **Regardless of whether your child attends or not, a tuition payment is still required for classes in which students are enrolled.** There are no make-up classes for days missed due to illness or for any other reasons.

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There are no make-up classes or credits for Thanksgiving Break (Thursday 11/25/21 & Friday 11/26/21).

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No make-up classes will be given for these Monday holidays: *Labor Day, Martin Luther King Jr. Day, President’s Day and Memorial Day*. Students who are enrolled in non-bundled Monday/Wednesday classes will not be charged for these holidays.

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**Bundled Programs**

Bundles Program Packages **cannot be altered or prorated**, **even when there is a national holiday.** **No make-classes or refunds** will be given for students who miss parts of classes that are part of bundled programs. If classes are recorded, parents may request recorded classes.

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**Schedule Changes and Adding Classes:**

Genius Academy will enroll students into classes according to the Bundled Programs that students register for. The particular time and schedule for each child will be arranged by Genius Academy unless parents have particular requests. If there are specific requests, please make sure to make a note on the application. Any schedule changes must be in writing. Genius Academy will accommodate changes and requests to the best of our ability.

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**Temporary Withdrawals**

Temporary Withdrawals can be issued for students who will be gone for **4 to 8 weeks in** **non-waitlisted** classes. Temporary Withdrawals are approved at the director’s discretion and may be **issued once per academic year**. Students must give a **two week written notice prior to temporary withdrawal** with a **clear start and end date**. Please remember that a temporary withdrawal cannot guarantee a spot when students return. Deposits for students with 4 or more units will not be returned unless **student returns by May 2022** and completes the course until June 4th, 2022. Students who completely withdraw and decide to return at a later time will need to pay another registration fee.

If during the time of a temporary withdrawal, classes fill to capacity, we will contact you and:

* Students with less than 4 units have the option of receiving their deposit back or returning to the class and paying monthly tuition immediately.
* Students with 4 or more units have the option of forfeiting their deposit or returning to class and paying monthly tuition immediately.

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**Class and Program Withdrawals**

Genius Academy requires a **30 day written notice** in order to withdraw from any classes. Without a written notice, parents are responsible for continuing to pay tuition.

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**Students with 4 or more units who withdraw completely from our program for any reason before June 4th, 2022 will forfeit their deposit.**

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Students with less than 4 units must give a **30 day written notice** to withdraw completely from our program, and the deposit will be returned.

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**Pick-up Policy:**

Genius Academy is a facility that only provides academic enrichment programs. LGLC at this location is not a licensed daycare facility and does not provide supervision for children. Your child must be picked up promptly after his/her last class. We will allow a 10 minutes grace period, in which if the child is not picked up, there will be a $10.00 late charge which will be increased by $1.00 each minute thereafter. The late charge is due immediately.

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**Termination of Services:**

Genius Academy reserves the right to terminate any student’s enrollment or to decline enrollment to anyone at any time for any reason not prohibited by law. **Initial \_\_\_\_\_\_\_\_**

**Material Fees:**

Each class at Genius Academy has a fixed material or book fee per class that will automatically be charged with the first month’s tuition. Please refer to our Material Fee Form for details.

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**ARBITRATION:**

I agree that any controversy of claim arising out of or in any way related to this contract, my child’s enrollment, or attendance at Genius Academy, will be determined by submission to arbitration to be held in San Jose, CA in accordance with California Code of Civil Procedure, Section 1290, and not by lawsuit or by resort to court process (except as applicable law provides for judicial review of arbitration proceedings). This agreement includes arbitration of claims against Genius Academy or any of its staff that there has been any wrongful act or omission by Genius Academy or a member of its staff, intentional or otherwise. The decision of the arbitrators may be entered in any court having jurisdiction of such matters. By signing this, I am agreeing to have any issue or claim arising out of attendance at Genius Academy decided by neutral arbitration and I am giving up my right to a jury or court trial.

**PHOTO RELEASE AGREEMENT**

Genius Academy is including photos of students, teachers, and school activities on our website and newsletter. Though the names of faculty, staff, and administration will regularly be used, it is our policy that the full names of students will not. Occasionally, it might be necessary to use the first name of a student, but not last names, addresses, and/or telephone numbers will ever be used.

\_\_\_ We/I hereby give permission for Genius Academy to use my child’s photos only without his or her first name on their website, newsletter, and other electronic forms of communication.

\_\_\_ We/I hereby do not give permission for Genius Academy to use photos of my child on their website, newsletter, and other electronic forms of communication.

 I AGREE TO THE ABOVE TERMS AND CONDITIONS.

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Parent or Guardian Print Name Date

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Parent or Guardian Print Name Date