

# WILSON HILL ACADEMY

## Terms & Conditions for the 2019-2020 Academic Year

### Section 1: Course Registration & Cancellation

Tuition varies by class as specified in the registration system. The total cost can be paid by credit card at the time of registration, but for full year classes there are alternative payment plans available through FACTS. See **Section 3** for details. When paying in full at time of registration, the following cancellation & refund terms apply:

- Course cancellations made within 2 weeks of registration will receive a 100% refund, but only if the cancellation request is received prior to August 15. For registrations made in August, the partial refund policy noted in the table below will apply after August 15, even if that is less than two weeks after registration.
- Course cancellations made outside the “100% refund period” described above will be subject to the partial refund policy noted in the table below.
- Tuition credits may not be used for summer school course charges.

Cancelations made prior to June 1	80% Refund
Cancelations made June 1 through June 30	70% Refund
Cancelations made July 1 through July 31	50% Refund less a \$50 per course cancellation charge.
Cancelations made August 1 through September 30	50% of the course tuition, less a \$50 per course cancellation charge, is made available as credit against a future enrollment for any member of the family  <b>Notes:</b> 1) If payment has been deferred under the Alternative Payment Plan Option, the full balance due must be paid in full for the family to receive the future enrollment credit. 2) If the subsequent enrollment is for the same school year as the withdrawal, the policy covering course changes will apply. 3) Seniors canceling a course will receive a credit against any current balance or a cash refund if the student’s account is paid in full.
Cancelations made after September 30	No refund or credit

All cancellation & withdrawal requests must be sent by email to the Registrar:  
[Registrar@WilsonHillAcademy.com](mailto:Registrar@WilsonHillAcademy.com)

## Section 2: Course Changes

- Course changes may be freely made on request prior to June 1 (preceding the school year) at no charge.
- Course changes made on or after June 1 will incur a \$50 per course admin fee.
- Course change requests received after October 15 are subject to approval by the Registrar.
- Admin fees may be waived or reduced at the sole discretion of the WHA Registrar if changes benefit the student as well as Wilson Hill Academy's needs.

In the case of courses canceled by WHA, every attempt will be made to accommodate the students in an alternate course. If WHA is not able to provide an equivalent course, any monies paid will be refunded in full. No change fee applies to WHA course cancellations.

In the rare event that WHA must make a change to a scheduled teacher, the standard Terms and Conditions still apply. WHA assigns teachers to classes in good faith based on commitments made at the time the schedule is published, but situations can arise which require changes to the originally published schedule. WHA's commitment is to staff all classes with well-qualified teachers should such a situation arise.

No transfer of registration from one student to another will be allowed after the start of a class.

All course & section change requests must be sent by email to the Registrar:  
[Registrar@WilsonHillAcademy.com](mailto:Registrar@WilsonHillAcademy.com)

**Late Enrollment:** Any student enrolling in a class after the class has met will be considered to be a Late Enrollee. Details of payments, credit for the class, etc. vary based on the class and individual situation, but normally full payment will be expected at the time of registration. Details are available for any given situation by contacting Wilson Hill Academy directly.

## Section 3: FACTS Alternative Payment Plan Option

For those students and parents desiring a payment plan option, a 30% deposit is due upon registration.

- Except in the case of cancellation within 2 weeks of registration and prior to June 1, 2018, the 30% deposit is non-refundable.
- The policies on cancellations and course changes detailed above apply to families choosing a payment plan.
- Parents will be contacted with details on how to enroll in a FACTS automatic payment plan that spreads the remaining payments evenly over a number of months. The first payment is due in May 2019 (or during the month following registration if registration takes place in May or later) and the final payment is due by December 20, 2019.
- Registrations with no valid payment plan in place will be subject to cancellation without refund on May 15, 2019, or 30 days after registration, whichever is latest.

Contact the Controller, by email to [snorton@wilsonhillacademy.com](mailto:snorton@wilsonhillacademy.com) for information on FACTS payment plan options and requirements.

## Section 4: Student Services Fee

This is a one-time fee of \$250 per student for rising 8<sup>th</sup>-12<sup>th</sup> graders. This fee is subject to a cap of \$500/family in any one year. Should a newly enrolled student cancel all classes and withdraw before classes begin, the student services fee will be fully refundable. Once classes have begun, there will be no refund of the fee for withdrawal either during the current school year or upon failure to re-enroll in a future year. The fee is due upon registration, but for those choosing the FACTS Alternative Payment Plan Option above, it will be included in the deferred payment balance. **Enrollments for new students who have not paid the Student Services Fee by July 31, 2019, or who have not included that fee in an active FACTS payment plan are subject to cancellation.**

## Section 5: Summer School Registration & Cancellation

Summer School course enrollments must be paid in full at the time of registration. The following terms apply to summer classes:

Cancelations made at least 30 days prior to start of classes and within 1 week of registration	80% refund
Cancelations made at least 30 days prior to the start of classes and at least 1 week after registration	70% refund
Cancellation requests received at least 2 business days, but within 30 days, prior to the start of classes	50% credit toward any outstanding FACTS balance or to a future enrollment for any member of the family.

## Section 6: Consent to Photo Usage

By registering for courses at Wilson Hill Academy, you agree with and give consent and assent to the following statement:

I understand my child may be photographed or filmed during live classes or as a natural part of field trips or school activities and community gatherings such as LINK, and that Wilson Hill Academy may use these images in communications or publications including the WHA website, newsletters, the WHA Facebook page, Twitter, etc. From time to time, live class archives or portions of those archives may be provided to potential customers as part of marketing the school. A student's full name will not be posted alongside a photograph or on a video that is used for external viewing without the explicit permission of a parent or guardian.

## Section 7: General Requirements & Expectations

**Technology:** Parents agree to provide an appropriate technology environment for class participation. In general, each student will need the following:

- Windows PC or Mac computer with Adobe Flash Player downloaded (or tablet with Adobe Connect app installed) and the most recent version of a browser (Safari, Firefox, Chrome, Internet Explorer, etc.)
- Microphone and speakers (built-in or USB headset); A headset with a microphone is recommended for better audio quality
- Webcam
- Internet connection (broadband is best)

Visit Adobe Connect support for assistance in determining whether your environment meets the requirements above. Refunds will not be granted based on inadequacy of the technology environment.

**Prerequisites:** By registering for courses at Wilson Hill Academy, parents or guardians are representing their students as having completed all pre-requisite work as expressly stated or implicitly included in the course descriptions. Where it becomes obvious that the student is placed in an incorrect level, course changes will be allowed but the change fee structure described above will apply. Refunds will not be granted based on lack of student preparation or readiness for the class material.

**Discipline & Behavior:** By registering for courses at Wilson Hill Academy, parents or guardians affirm that both they and their students have read and agree to be held to the following standards:

- Biblical behavior standards will be followed at all times.
- Discussion is encouraged, but normal consideration for others is expected. This includes refraining from interruptions and ensuring that discussions are germane to the topic at hand. Chat facilities are intended to enhance class participation and should not be used in a manner that becomes a distraction for the student or others. The teacher has the final say on this topic.
- Background noise or music is not permitted.
- Students, Parents, and Auditors may not share passwords, logins, course materials, live class sessions or class archives with anyone without express written permission from Wilson Hill Academy.
- Teachers are prohibited from establishing outside social media connections with students, and students are discouraged from establishing any kind of communication with teachers apart from the Canvas messaging system.
- Students will comply with guidelines and standards contained in the Student Handbook as it may be revised from time to time.

*Students may be expelled without refund for inappropriate behavior in the classroom or for inappropriate behavior outside the classroom using contact information from any Wilson Hill Academy system.*