

WILSON HILL ACADEMY

Terms & Conditions for the 2021-2022 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 or bank account at the time of registration (preferred), but there are alternative payment plans available through FACTS when registering prior to August 15. See **Section 3** for details.

NOTES:

- All registrations are for the full academic year; no academic credit or financial refund will be due for students who do not complete the full year.
- Where there are prerequisites or age range limitations, the parent or person registering the student affirms that those conditions are met; registrations are subject to rejection by the Registrar if those conditions are not met, and no refund will be due. (See also **Section 7**.)
- Future Tuition Credits may be used for subsequent course registrations for the current school year and for one school year after issuance (excluding summer courses). If the credit is not used in the current or subsequent school year it expires. Credits are not transferable to other families or students outside the credit holder's immediate family.
- There is no annual "Registration Fee", but there is a one-time "Student Records Fee" (**Section 4**) for students in 8th grade and above.

When paying in full at time of registration, the following cancellation & refund terms apply:

Cancellations made within two weeks of registration <i>and also</i> prior to August 15	100% Refund (less a \$100 Admin Fee if the registration was made during the Early Registration Period)
Cancellations made prior to June 1 - For tuition paid in full at registration	80% Refund (less a \$100 Admin Fee if the registration was made during the Early Registration Period)
Cancellations made June 1 through June 30	70% Refund (less a \$100 Admin Fee if the registration was made during the Early Registration Period)
Cancellations made July 1 through July 31	50% Refund less a \$50 per course cancellation charge
Cancellations made August 1 through September 30 - Future Tuition Credit Only	For registrations paid in full, 50% of the course tuition, less a \$50 per course cancellation charge, is made available as credit against a future year enrollment for any member of the family. For registrations covered by an incomplete payment plan, no refund or credit will be granted. <i>Note:</i> If the subsequent enrollment is for the same school year as the withdrawal, the policy covering course changes will apply.
Cancellations made after September 30	No refund or credit

All cancellation & withdrawal requests must be sent by email to the Registrar:
Registrar@WilsonHillAcademy.com

Note that the term "Early Registration Period" as used above refers to any registration made using an Early Registration Access Code.

Section 2: Course Changes

- Course changes may be freely made prior to June 1 (preceding the school year) at no charge.
- Course changes made on or after June 1 and prior to the start of the school year will incur a \$50 per course admin fee.
- Course change requests received after September 1 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 cancelled 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.

Course & section changes may be made using the online registration system. For inquiries about the applicability of fees, contact the Registrar by email at: Registrar@WilsonHillAcademy.com

Late Enrollment: Any student enrolling in a class after the class has met will be considered a Late Enrollee. Details of payments, credit for the class, etc. vary based on the class and individual situation. Full payment will be expected at the time of registration unless special circumstances exist and are approved prior to registration.

Section 3: FACTS Alternative Payment Plan Option

For those students and parents desiring a payment plan option, a 30% deposit is due upon registration. FACTS payment plans will not be available after August 15 of each school year.

- Except in the case of cancellation within 2 weeks of registration and also prior to June 1 (before the school year), the 30% deposit is non-refundable.
- Apart from that, the policies on cancellations and course changes detailed in Section 1 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 2021 (or during the month following registration if registration takes place in May or later) and the final payment is due by December 20, 2021.
- Registrations with no valid payment plan in place will be subject to cancellation without refund on May 15, 2021, or 30 days after registration, whichever is latest.

Contact the Controller, by email to accounting@wilsonhillacademy.com for information on FACTS payment plan options and requirements.

Section 4: Student Records Fee

There is a *one-time fee* of \$250 per student for all 8th grade students and for all new students in grades 9 - 12. This fee is subject to a cap of \$500 per family in any one year. Should a newly enrolled student cancel all classes and withdraw before classes begin, this fee will be fully refundable. 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 Records Fee by July 31, 2021, 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:

Cancellations made at least 30 days prior to start of classes and within 1 week of registration	80% refund
Cancellations 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 the most recent version of a browser (Safari, Firefox, Chrome, Internet Explorer, etc.) or a tablet with the appropriate Canvas and Zoom apps installed
- 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 Zoom support¹ 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:

- 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.
- Parents should ensure that students have a quiet space available for class attendance and participation. Consistent 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.
- Parents, students and WHA employees are expected to follow Biblical behavior standards at all times.

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.

January 1, 2021

¹ <https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>