



Terms & Conditions for the 2024-2025 Academic Year

Section 1: Course Registration

Tuition varies by class as specified in the registration system. The total cost can be paid by credit card or a US bank account at the time of registration; there are payment plans available through FACTS Financial System 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 refunds will be provided 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 8**).
- Tuition Credits retained in the registration system may be used for subsequent course registrations for the **current** school year only. Credits are not transferable to other families or students outside the credit holder's immediate family. Credits cannot be used in future years. Retained Credits must be utilized by Sept 30th.
- There is no annual "Registration Fee", but there is a one-time "Student Records Fee" (**Section 4**) for students in 8th grade and above.

At registration check-out, there is a choice of full payment or payment of a non-refundable deposit with the balance due in accordance with the Payment Plan Options offered in FACTS Financial (Section 3). The amount of the deposit is determined by the date of registration (see table below).

From the beginning of registration through May 14	25% non-refundable deposit required *
From May 15 through July 14	50% non-refundable deposit required *
From July 15 through August 14	75% non-refundable deposit required *
On or after August 15	Full payment required

*Note that before August 15, a course may be dropped within two weeks of the registration date for a full refund. This two-week "grace period" does not apply from August 15 onward.

Section 2: Course Changes & Drops

A course "drop" is defined as removing a course from the student schedule with no corresponding course "add". There are two options for receiving partial credit for a dropped course:

- Tuition for the dropped course may be retained in the registration system for use later in the **current** registration cycle. This is a "deferred course change" and a change fee (per the table below) will be deducted from the tuition with the remainder available as a credit for the current school year only. Retained Credits must be utilized by Sept 30th of the current registration cycle.
- A portion of the tuition that has been paid may be recognized as a credit against any outstanding payment plan balance (see Section 3) or as a refund (if there is no outstanding balance). When selecting this option, however, a portion of the tuition originally charged is forfeited depending upon the date that the drop transaction is processed.

Changes from one course to another potentially incur a change fee that depends upon the date at which the course change (or deferred course change) is initiated.

All of these course change and drop charges are summarized in this table:

Drops or changes made prior to May 15	<ul style="list-style-type: none">• 25% of tuition forfeited for a class drop• No fee for a course or section change
Drops or changes made from May 15 through July 14	<ul style="list-style-type: none">• 50% of tuition forfeited for a class drop• \$100/course fee for a course change• No fee for a section change
Drops or changes made from July 15 through August 14	<ul style="list-style-type: none">• 75% of tuition forfeited for a class drop• \$100/course fee for a course change• No fee for a section change
Drops or changes made from August 15 through September 30	<ul style="list-style-type: none">• 100% of tuition forfeited for a class drop• \$100/course fee for a course change• No fee for a section change
Drops or changes made on or after October 1	<ul style="list-style-type: none">• 100% of tuition forfeited for a class drop• \$150/course fee for a course change• \$150/fee for a section change

Course drops and course or section changes may be made using the online registration system up until the electronic registration closes. For questions or for changes after classes have begun, contact the Registrar by email at: Registrar@WilsonHillAcademy.com

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 or applied to your current tuition balance. 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.

Withdrawing from a course is considered a course "drop" and is subject to charges summarized in the table above. See Section 6 for Withdrawal Policy.

Late Enrollment: Electronic registration closes Sept 30. Late enrollment is October 1st or later. Any student enrolling in a class after September 30 will be considered a Late Enrollee. Details of payments, credit for the class, etc. vary based on the class and individual situation. A \$150 late enrollment administrative fee will be assessed for each student enrolling late in classes.

- Late registration is upon approval by the Registrar's Office.
- Students are responsible for all material covered prior to their late enrollment date.
- Full payment of tuition will be expected at the time of registration unless special circumstances exist and are approved prior to registration.
- Enrollment is initiated manually with the registrar. Please email: Registrar@WilsonHillAcademy.com

Section 3: FACTS Payment Plan Options

Those students and parents desiring a payment plan may select this option at check out by paying the applicable deposit (if registration occurs before August 15 of each school year). Paying a deposit only is agreeing to later pay the balance with a FACTS Payment Plan, which will incur applicable fees by FACTS. Parents will be contacted with details on how to enroll in a FACTS payment plan that spreads the remaining payments evenly over a number of months. A FACTS Family Portal account must be set up to create a payment plan. Payment plans can be set up by credit card or a US bank account. FACTS does not accept funds from a foreign bank account. The first payment is due in May 2024 (or during the month following registration if registration takes place in May or later) and the final payment is due by December 20, 2024. A valid FACTS payment plan must be in place by May 1 or within two weeks of registration, whichever is later. ***Registrations with no valid payment plan in place after that time will be subject to cancellation without a refund.***

Contact the Accounting Department at 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 school 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 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, 2024, 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 <i>and within 1 week of registration</i>	100% credit toward any outstanding FACTS balance (or refund if no such balance exists)
Cancellations made at least 30 days prior to the start of classes and at least 1 week after registration	70% credit toward any outstanding FACTS balance (or refund if no such balance exists)
Cancellations made at least 3 business days, but less than 30 days, prior to the start of classes	50% credit toward any outstanding FACTS balance (or refund if no such balance exists)
Cancellations made within 3 business days of the start of classes	No refund or credit

Section 6: Withdrawal Policy

Students may withdraw from a course prior to October 15 of the current school year with no consequences to the transcript or grade report. The course will not show on either.

If a student withdraws from a course after October 15 and before April 1 of the current school year, the course and a withdrawal passing (WP) or withdrawal failing (WF) will appear on the transcript or grade report according to the student's status in the class. If the withdrawal occurs during the second semester, the first-semester grade, and the current grade for second semester will determine the student's status (WP or WF). Withdrawal requests received on or after April 1 will result in a status of WF unless withdrawal is due to a documented medical or other qualifying reason, as approved by the Registrar.

Please note that withdrawal requests should be communicated to the Registrar (Registrar@WilsonHillAcademy.com) by email. It is not sufficient to notify the individual teacher(s).

See Section 2(Course Changes & Drops) for financial implication.

Section 7: Consent to Photo & Video 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 8: General Requirements & Expectations

Technology: Parents agree to provide an appropriate technological 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.) with the appropriate Canvas, Google Workspace 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 (<https://support.zoom.us/hc/en-us/sections/4415056814989-System-Requirements>) support for assistance in determining whether your environment meets the requirements above. Refunds will not be granted based on the inadequacy of the technological environment.

Prerequisites: By registering for courses at Wilson Hill Academy, parents or guardians represent 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.