

BCS Preschool Tuition Payment & Withdrawal Policy; impact of COVID 19 in 2020-2021 School Year

This payment and withdrawal policy (“policy”) applies only to the Bellevue Christian School (BCS) Preschool program and preschool tuition for only the 2020-2021 school year.

This policy is part of the financial agreement signed during enrollment or reenrollment for the 2020-2021 school year (“financial agreement”). This means that except as described herein, the financial agreement controls.

This policy acknowledges the possibility, due to the impact of COVID-19 or other unforeseen circumstances, that BCS may need to either begin the school year with online delivery of educational content (“online schooling”), or move from in-class instruction to that format at various times during the 2020-2021 school year. In light of this potential, BCS makes the following changes in preschool tuition policy **for the 2020-2021 preschool year only**:

- Annual tuition will be billed for, and payment is due by, August 1. If paying by the 10-installment plan of annual tuition, the first installment is due August 1 and then consecutive months through May 1.
- Tuition is charged (or payment in full is applied) month-to-month from August to May.

Should the BCS preschool move to online schooling during the 2020-2021 school year, preschool families will have the following participation options for their preschool students. Note that tuition will be charged or credited based on these participation choices:

1. Continue to keep their preschool student enrolled and continue with online schooling as provided by the preschool. Online schooling would be comprised of one day of synchronous instruction and two days of in-home resources per week.
2. Temporarily suspend their student’s participation during any online schooling that is provided by the preschool. No access to synchronous classes or in-home resources would be provided. When in-class participation resumes, the student would be eligible and encouraged to return to in-class participation. Depending on circumstances and governmental mandates, it is possible that this process could recur more than once over the course of the preschool school year for 2020-2021.
3. Withdraw their student from the preschool on the assumption that the student will not return to either online schooling or to in-class participation until the 2021-2022 school year. Student would not participate in any further online schooling and would be eligible to reenroll for the 2021-2022 school year (instead of having to make a new application to BCS).

Should the preschool move to online schooling after the in-class start of the 2020-2021 preschool school year (or possibly begin 2020-2021 with online schooling), the following exceptions to the tuition payment and withdrawal restrictions of the financial agreement will be made **for the 2020-2021 preschool year only**:

Withdrawal. Should the preschool move to online schooling and a family chooses to **withdraw** their student, tuition refund will be calculated at the time of withdrawal as if the family was paying tuition on a monthly basis beginning in September and ending in June. For example, if the preschool moves to online schooling in November, and family has paid tuition in full or made monthly installments for August through November (4 installments paid or applied), tuition would be calculated for in-class participation from September through November (3 installments). One prepaid installment would be refunded. Tuition refund is calculated on a monthly basis only. Weekly pro-ration, as described below, will not apply.

NOTE: if a family withdraws during the preschool year and the preschool program has been running continuously with in-class participation, the withdrawal policy described in the previous paragraph will not

apply. August tuition will be non-refundable. Refund of prepaid tuition will be made for months not attended starting with September.

Temporary Suspension (voluntary, PS4 and PS5; required for PS2 and PS3). Should the preschool move to online schooling, the BCS preschool will temporarily suspend the PS2 and PS3 program during the time the program is in online schooling. A family may also choose to temporarily suspend their PS4 and/or PS5 student's participation in the preschool program while classes are online. In either case, required or voluntary, tuition will be prorated on a weekly basis for the weeks that the student participates in the preschool in-class program. For example, if the preschool moved to online schooling during the 3rd week of October, families of PS2 or PS3 students or families who choose to suspend participation of PS4 and/or PS5 students will be billed a pro-rated amount of 3 weeks of October monthly tuition instead of the full month of tuition for October.

If a student's participation is temporarily suspended, records will be kept of monthly and weekly tuition paid. Any prepayment of tuition will be calculated as if paid from September to June and applied to remaining tuition due in the months of January to April (based on records of tuition already paid).

Continued participation during online schooling. Should the preschool move to online schooling and a family chooses to **continue** their student's participation in the online program, tuition will continue to be billed on the 10-installment basis (or if paid in full, applied to each month). The online program will be adapted or adjusted to better suit the needs and ages of preschool students and the preschool **tuition will also be adjusted** to reflect the adaptation of the program. For installment payments: depending on when in the month any adaptation/adjustment occurs, families may see an adjusted charge on their statement or more likely, a credit on the next statement. For payment in full, credits will be added on a monthly basis as any adaptation/adjustment occurs. Credit can be refunded in June or credited towards 21-22 tuition.

Notes regarding pro-ration of monthly tuition:

- For purposes of these exceptions, keep in mind that annual tuition for the preschool program is calculated on in-class weeks. The installment plan of this annual tuition is not based on months in the classroom but instead splits the annual tuition into 10 manageable installments. This means that the scheduled program in a given month controls when considering pro-ration of the monthly tuition if suspending participation during online schooling.
- Should the preschool move to online schooling during a month with a regularly scheduled program start or end, or holiday or school break (collectively, 'breaks'), and a family suspends their participation, these breaks will not be considered for weekly pro-ration. For example, in November, Bellevue Christian schedules a week-long Thanksgiving break with conferences scheduled in the first part of that week. If there was a move to online schooling and the family temporarily suspended participation in the month of November, the November tuition would not be pro-rated for this week. (September start of school, June end of is ongoing with in-class participation and school, Christmas break and spring break are other examples but not an exhaustive list.)
- If the preschool program the school day is cancelled due to an unavoidable event such as snowstorm or power failure, weekly pro-ration of tuition will not apply.

Beginning with the 2021-2022 school year, tuition policy will revert to the existing policy. Payment for 2021-2022 will be due July 1 (and by installment through April 1). Tuition will be non-refundable for the months of July and August. No weekly pro-ration will be made.