

CHESS Tuition, Fees, Payments & Refunds 2016-2017

How to Register for a Class

- 1) Register online at www.chessclasses.org (click "Register") or <https://chess.studyplace.us/course/list>.
- 2) Mail the one-time per student registration fee and first quarter payment, or full payment for each class to:
CHESS Administrator, P. O. Box 1063, Haymarket, VA 20169-9998.
 - ✓ You may send one check for multiple students.
 - ✓ Make checks payable to CHESS
- 3) Enclose one self-addressed, stamped envelope per family in order to receive the registration refund at the end of the year if you qualify.

Tuition Payments

Tuition statements can be viewed at <https://chess.studyplace.us/course/list> once you set up your family account.

The remainder of the tuition payments will be collected at our August 20, August 26, and August 30 Participation Preview meetings, or they must be postmarked **by August 25**. Provide three post-dated checks as follows:

- September 1st, 2016
- November 1st, 2016
- January 1st, 2017

Failure to meet these requirements may result in your family being dropped from the program without refund. Contact Jody White, jody.white@chessclasses.org, 540-349-8737, if you want to discuss making special payment arrangements.

Registration Dates

May 11 – Registration opens for returning families at 9:00 a.m.	August 17 – Registration closes 9:00 pm
May 18 – Registration opens for new families at 9:00 a.m.	August 19 – Class cancellations announced
	August 22 – Replacement class deadline

- Registrations will be confirmed via email upon receipt. Seats are held when you register, and then approved **after** we receive your initial payment and all prerequisites have been met.
- Waitlisted students will be added as seats become available.
- If your student/family has a history of noncompliance with CHESS policies (i.e., attendance, academic, or payment issues), your registration may not be approved or may be delayed.

Registration Fee & Rebate

The registration fee is a one-time, non-refundable fee (see refunds) of \$75 per student per school year. When you pay the \$75 registration fee, \$35 will be refunded to you at the end of the year if you attend one Participation Preview and do not drop a class after August 8. **Participation Preview meeting dates:**

August 16, 7:00-8:00 p.m., August 24, 10:00-11:00 a.m., August 30, 7:00-8:00 pm.

Individual Class Fees

Class fees are **paid directly to the teachers** and are **due on the first day the class meets** (or as directed on the teacher's prospectus). Each class will have additional expenses or fees for copies, books, or materials. Check the class prospectus to see what supplies you need to purchase for the class, or if the teacher is purchasing them.

Tuition

The tuition cost is based upon the number of hours or times a class meets. This information is provided in the "Course Descriptions" handout and as you select courses online.

Number of Times the Class Meets	Regular Tuition Price	Quarterly Payment	Tuition Price with 5% Discount	Last Payment with 5% Discount	Volunteer Track Pricing*	Volunteer Track Price with Discount
66 – full year	\$647.00	\$161.75	\$614.65	\$129.40	\$457.00	\$424.65
33 – full year	\$421.00	\$105.25	\$399.95	\$84.20	\$231.00	\$209.95
16 – half year	\$249.00	\$124.50 (2 payments)	\$236.55	\$112.05**	-	-

*Special pricing for certain volunteers. Prices are per one time slot/week. Please see information below on **Volunteers**, and contact Michelle Miller prior to choosing this option. Limited slots are available.

Discount

5% Multiple-Class Discount: If a family takes 3 or more (full year) classes, they qualify for a 5% discount on their total tuition cost. A 16-week class counts as a half-year. Two 16-week classes will equal a full year when calculating the discount. **Note:

the entire discount is subtracted from the last payment in your Study Place account. For a 16-week course, the discount will be subtracted from the second payment (September 1 for a fall course, January 1 for a spring course).

Special Pricing – 5% discount does not apply

Advanced Chemistry, meeting 2 hours per week: \$599

Chemistry Lecture: \$226 (this course will counted as a ½-year class when calculating multi-class discount)

Choir: \$375 (this course is specially priced)

Honors option courses add \$45 after discounts.

Registration Changes

The following fees apply to any class changes made **once seats are approved**. After you register, you have two days to make a change within the system without incurring a fee. (Seats will not be approved until your initial payment is received and any prerequisites have been met, including placement tests – see the course prospectus for prerequisites.) You must contact the administrator to make changes after the 2-day grace period. If your seat is not approved, you will not be charged a drop fee.

Add a class during open registration	No additional fee, just register online and mail the first-quarter tuition payment for the new class.
Drop a class on or before August 8 (after 2-day grace period)	\$25 service fee will be added to your account (for each dropped class); the remainder of the tuition paid will be credited to your account.
Drop a class after August 8	Loss of registration rebate and the initial payment for the class; balance of the tuition will be credited to your account.
Drop a class after September 1	Loss of registration rebate; responsible for full payment for the class(es).
Swapping one class with another on or before August 8	Viewed as one add and one drop – see "Add a class," and "Drop a class on or before August 8."
Withdraw a registration on or before August 8	\$25 charge for each dropped class; loss of registration fee; remainder of your initial payment will be refunded.
Withdraw a registration after August 8	Loss of registration fee and initial payment
Add a class after registration closes on August 17	\$25 service fee
Withdraw a registration after September 1	No refunds; responsible for full payment for the class(es).
<i>Spring-only courses</i> Drop a class after January 6	Loss of registration rebate; responsible for full payment for the class(es).

Refunds

- If a class is cancelled due to insufficient enrollment, any tuition payment(s) for that class will be returned to you. If that was the student's only class, the registration fee will also be refunded.
- If, for any reason, a student ceases to attend a class, CHESS is not responsible for refunding or returning textbooks or classroom fees paid to the teacher.
- If unavoidable circumstances prevent a class from meeting, the teacher will make an effort to make up the material; however, a refund will not be issued if a teacher misses a class - rates are based upon the course and not individual classes.

Volunteers

Volunteers are needed to serve as monitors in the lunch room, entryway and other rooms. To learn about the benefits or to volunteer, contact Michelle Miller, coordinator@chessclasses.org, 571-276-8053. See Tuition Chart for volunteer track pricing, if applicable.

Setup Helper Volunteers (available to students or adults)

Volunteers are needed to help set up the classrooms before the first class meets each Monday and Wednesday. Helpers need to arrive early, work independently, interpret a diagram, and move chairs and tables. To volunteer or learn about the benefits, contact Michelle Miller, coordinator@chessclasses.org, 571-276-8053.

Scholarships

We want these classes to be affordable to all; therefore, we offer partial scholarships to those in need. To apply for a scholarship, contact Kathy Kuhl at 703-715-8697 or email kathy.kuhl@chessclasses.org.

Returned Checks

Any fees resulting from a returned check are the responsibility of the payer, and will incur a \$25 returned check fee. Failure to resolve a payment issue within 30 days may result in the student(s) being dropped from enrollment.