

CHESS Tuition, Fees, Payments & Refunds 2017-2018

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 full *or* initial payment, which includes the registration fee (see "Tuition Payments" below) 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, which will be used to mail any registration refund.

Tuition Payments

Your family financial statements and payment schedules can be viewed by logging into your account at <https://chess.studyplace.us/course/list> or <https://chess.studyplace.us/myaccount>.

CHESS offers the option for families to stretch out their tuition payment over four payments with no extra charge. Families choosing this option must submit post-dated checks for the Oct. 1 and Dec. 1 payments no later than August 20. 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.

Payment Schedule Dates

- Initial payment (upon registration)
- August 1, 2017
- October 1, 2017
- December 1, 2017

Registration Dates

May 17 – Registration opens for returning families at 9:00 a.m.
May 24 – Registration opens for new families at 9:00 a.m.

August 16 – Registration closes 9:00 pm
August 18 – Class cancellations announced
August 21 – Replacement class deadline

- Registrations are 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 are 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, annual fee (see refunds) of \$75 per student. \$35 of the registration fee will be refunded to you at the end of the year if you attend one Participation Preview meeting in August and do not drop a class after August 7.

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. (Note: teachers may charge additional fees for extra work related to planned student absences.)

Tuition

The following table is a sample of typical tuition costs and potential discounts. Refer to the actual course for pricing.

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	\$697.00	\$174.25	\$662.15	\$139.40	\$572.00	\$537.15
33 – full year	\$454.00	\$113.50	\$431.30	\$90.80	\$329.00	\$306.50
16 – half year	\$267.00	\$133.50 (2 payments)	\$253.65	\$120.15**	-	-

Discount and Honors Option

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:** If you use the payment schedule, the entire discount is subtracted from the last payment.

The Honors course option is \$45, non-refundable, and is not subject to the discount.

Volunteers

Volunteers are needed to serve on class meeting days and qualify for special course pricing (see Tuition table). Limited slots are available. For more information or to volunteer, 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.

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 7 (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 7	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 August 31	Loss of registration rebate; responsible for full payment for the class(es).
Swapping one class with another on or before August 7	Viewed as one add and one drop – see "Add a class," and "Drop a class on or before August 7."
Withdraw a registration on or before August 7	\$25 charge for each dropped class; loss of registration fee; remainder of your initial payment will be refunded.
Withdraw a registration after August 7	Loss of registration fee and initial payment
Add a class after registration closes on August 16	\$25 service fee
Withdraw a registration after August 31	No refunds; responsible for full payment for the class(es).
<i>Spring-only courses</i> Drop a class after January 5	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 refunded. 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.
- A student may be dropped without refund from a course due to non compliance (student or parent) with CHESS or teacher policies.

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.