

CMASAS Enrollment & Tuition Policies

Christa McAuliffe Academy School of Arts and Sciences Pledge

At Christa McAuliffe Academy School of Arts and Sciences (CMASAS) we get education. We understand that not all students learn the same way, at the same pace, and at the same time. We back up our personalized and affordable education with a 30-day trial period for full-time enrollments. We also offer a tuition refund policy for individual course enrollments and an option for rolling over unused course credits when renewing on the same tuition plan. Review our complete enrollment and tuition policies below.

CMASAS Full-time Trial Enrollment Details

If for any reason our Personalization model of online school isn't the right fit for your child, just notify us within 30 days of your enrollment, and we will cancel your enrollment with no further tuition payment obligation. If paid in full, a refund will be issued less one monthly payment for the plan selected.

The trial period is for new CMASAS students who have not previously enrolled in CMASAS. The trial period is for up to 30 days from the date of initial placement in our Foundations in Personalized Learning course. The maximum number of course enrollments during the 30-day trial is the Foundations course plus one additional academic course. The trial period ends upon enrollment of a third course beyond Foundations plus one or the end of 30 days, whichever is sooner. The parent or guardian must notify CMASAS of their intent to withdraw via email at enroll@cmasas.org. Registration fees are non-refundable.

CMASAS Individual Course Trial Enrollment Details

We offer full refund less \$150 per course enrollment within 30 days of initial enrollment. There is no refund after 30 days of enrollment on individual course enrollments.

CMASAS bases the enrollment start date on parent/student desired start date of a course. An enrollment date is the date a course is processed and available for student activity, regardless of the date a student actually logs in to begin.

A student has up to 30 days to drop a course and not have it reflected on their academic record. After 30 days, and through the enrollment end date, a student will receive a "W" for withdrawal for any dropped course. The student will receive an "I" for incomplete if they don't complete the course by the enrollment end date.

CMASAS Full-time Student Course Change Policy

A student has up to 30 days to drop a course and not have it reflected on their academic record. After 30 days, and through the enrollment end date, a student will receive a "W" for withdrawal for any dropped course. The student will receive an "I" for incomplete if they do not complete the course by their withdrawal date. A course change fee of \$150 may apply to any course dropped regardless of the length of enrollment. All courses reflected on a student academic record count toward their course enrollment credits.

CMASAS Full-time Student Course Add Policy

Regardless of the enrollment plan selected, CMASAS reserves the right to limit student course enrollments within the final four weeks of an enrollment period unless a renewal has been processed for the same tuition enrollment plan. Students will be required to complete all current course enrollments prior to adding additional courses during this time period.

CMASAS Course Rollover Details

Sometimes life gets in the way, and a student may not complete a full enrollment of 12 semester courses within a 12-month period. In an effort to help students get back on track, CMASAS allows students to rollover unused courses that are in-progress and/or not used from one academic year to into the next academic school year with renewal of the same tuition plan when renewing prior to the lapse of the current enrollment term. While credits and time “reset” upon renewal, students access rolled over credits after having completed their current enrollment plan credits. For specific details on each enrollment/tuition level’s rollover policy, please contact your student’s PEC or our Student Accounts Manager.

CMASAS Enrollment Terms

Full-time enrollment terms:

Semester - Consists of a 6-month continuous term. (I.e., if enrollment start date is August 15th, 2021 the enrollment end date would be February 14th, 2022.)

Full-year - Consists of a 12-month continuous term. (I.e., if enrollment start date is August 15th, 2021 the enrollment end date would be August 14th, 2022.)

Individual Course Terms:

Semester – Consists of a 5-month continuous term. (I.e., if enrollment start date is August 15th, 2021 the enrollment end date would be January 14th, 2022.)

Full-Year – Consists of a 10-month continuous term from the initial date of enrollment. (I.e., if enrollment start date is August 15th, 2021 the enrollment end date would be June 14th, 2022.)

Payment and Refund Terms and Conditions

ALL SALES MADE OUTSIDE OF THE UNITED STATES ARE FINAL AND NO REFUNDS SHALL BE MADE.

Registration Fee: CMASAS requires payment of a non-refundable annual registration fee for full-time enrollments.

Tuition: CMASAS provides two payment options for tuition:

- 1) In full at time of Registration
- 2) Down payment at time of Registration plus monthly payment plan - Prior to opening the final course for a student on a payment plan no more than 2 monthly payments may remain. Parents may pay the difference between the outstanding balance and total of two payments at any time prior to the course being approved.

Tuition and all outstanding fees must be paid in full in order to receive a diploma from CMASAS. Unofficial transcripts are verified prior to finalizing official transcripts based on courses fully completed and tuition paid and applied to each course. Courses where tuition has not been paid will not be included on an official transcript.

Refund Policy: In order to be eligible for a refund, a parent or guardian must provide written notification to CMASAS administration requesting to drop a course or withdraw the student from the school. It is also recommended that the Executive Director is contacted to discuss the reason for the course drop or program withdrawal. Refunds are calculated based on the “Withdrawal Date” which is the postmark and/or electronic imprint date and time on the written notification. Any written notification with imprint time after 5 pm Pacific Time will be considered as received on the next business day.

Full-time Student Withdrawal

Suspension of Payment Plan: Students withdrawing who are on a payment plan with CMASAS may be eligible to have future payment obligations cancelled. In order to be eligible, a parent or guardian must provide written notification to Personalized Education Group, Inc., requesting to withdraw the student from the school. It is also recommended that the school’s Executive Director is contacted to discuss the reason for the program withdrawal.

***Future payment obligations are calculated based on the table below or at the sole discretion of Personalized Education Group, Inc. Tuition payments are calculated based on the total number of courses enrolled in and/or completed in addition to the “Withdrawal Date” which is the postmark and/or electronic imprint date and time on the written notification.** Any written notification with imprint time after 5 pm Pacific Time will be considered as received on the next business day. Specific information on minimum number of payments required or maximum refund available is outlined below.

Type	Enrollment Type	Payment Type	Prior to Start of Enrollment	Day 1 - Day 30 of Enrollment	Day 31 - Day 90	Beyond 90 Days of Enrollment
Program Withdrawal	Full-Time	Payment Plan	All Monthly Payments Due Are Cancelled	One Monthly Payment is Due	A minimum of 5 Monthly Payments Are Due – All Additional Monthly Payments May Be Cancelled*	A minimum of 10 Monthly Payments Are Due - All Additional Monthly Payments May Be Cancelled*
Program Withdrawal	Full-Time	Paid in Full	100% (Materials NOT Shipped) 75% (Materials shipped)	One Monthly Payment is Due	0% - 50% Refund*	0% - 15% Refund*

THERE ARE NO REFUNDS ON MATERIALS PURCHASED AND ON ANY APPLICABLE SHIPPING CHARGES IF MATERIALS HAVE BEEN SHIPPED.

PERSONALIZED EDUCATION GROUP, INC. HAS NO OBLIGATION TO PROVIDE A REFUND IF YOU OR YOUR CHILD VIOLATES A SCHOOL POLICY OR OTHERWISE FAILS TO COMPLY WITH ANY MATERIAL TERM OR CONDITION APPLICABLE TO YOUR ENROLLMENT.

Suspension and Termination: Personalized Education Group, Inc. may suspend course access to CMASAS students without notice if the student is on a payment plan, and we have not received payment for service or payment has been declined. In addition, Personalized Education Group, Inc. may terminate any enrollment if student and/or guardian breach or otherwise fail to perform any material obligation and do not cure the breach within 30 days after Personalized Education Group, Inc. has notified affected parties of breach. A reinstatement fee of \$40, in addition to past due tuition, will apply to any student whose account has been suspended. Any terminated account must complete a new enrollment registration at current tuition rates in addition to paying tuition which is past due. Registration fees apply to all enrollment registrations.

Collection Costs and Attorney Fees: If any unpaid registration fees or tuition are sent to collections, or if an arbitration, suit, or action is instituted to interpret or enforce the provisions of this Agreement, to rescind this Agreement, or otherwise with respect to the subject matter of this Agreement, the party prevailing on an issue will be entitled to recover with respect to such issue, in addition to all collection costs, reasonable attorney fees incurred in the preparation, prosecution, or defense of such arbitration, suit, or action as determined by the arbitrator or trial court, and, if any appeal is taken from such decision, reasonable attorney fees as determined on appeal.

Arbitration: Any dispute, controversy, or claim arising out of or relating to this Agreement will be settled by arbitration. The exclusive arbitration forum, and venue for any disputes, will be the Arbitration Service of Portland, Inc. in Portland, Oregon. Judgment on the award rendered by the arbitrator may be entered in the circuit court in the county in which the arbitration occurs, and the resolution of the disputed matter as determined by the arbitrator will be binding on the parties.

Governing Law: This Agreement will be governed by and construed in accordance with the laws of the state of Oregon, without regard to conflict-of-laws principles.