



## 2019-2020 Registration Dates and Procedures

### General Information and Dates

- BTM will not be having an Open House this year. Instead, we will offer specific dates on which interested and current families can observe classes to help them make choices for next year.
  - Designated Family Visit Days are 2/26, 2/28, 3/5 and 3/7. On these specified days, no additional notification to tutors is needed.
  - Current families may also observe a class on another date if they notify the tutor in advance of their visit.
- Registration and Facility fees:
  - are non-refundable,
  - are due **in advance** of a student's registration by cash or check **not** a PayPal payment,
  - may be refunded at the discretion of the Leadership Team if a the student is unable to acquire any of the classes they desired.
- All 5 Administration Forms: Parent/Student Agreement, Photo and Contact Release, Medical Release, Financial Agreement, and Liability Release
  - will be available online at [www.bridgetutorial.net](http://www.bridgetutorial.net),
  - are due **prior** to a student being able to register for classes,
  - for current family registration, paper copies are to be dropped off at BTM March 5, 7, 12, or 14. **No electronic copies will be accepted.**
- Designated Parent Duty Days (4 slots are required for continued participation at BTM)
  - are to be chosen by a parent **prior** to registering a student,
  - will be available through Sign-Up Genius on March 14.
- Tutor Observations (this is required for continued participation at BTM)
  - Parents must observe every class that their student(s) are registered for 1 time per year
  - Parents are required to communicate with the tutor to make her aware of their visitation date, complete and turn in an Observation Form on the day of the visit
  - Weeks 7, 8 and 9 will be available for fall observations
  - Weeks 16, 17 and 18 will be available for spring observations
- Registration is considered complete when the following is received:
  - 5 Administration Forms (available on website under "Info for Parents")
  - Registration **and** Facility fees (made payable to Bridge Tutorial Ministries)
  - Designated Parent Duty Days sign-up (through Sign-up Genius)
  - Online class registration
- To register in March, **all administration forms and payments** are due before BEFORE online class registration for BTM will be permitted, no later than March 14, 2019.
- Staff/Tutors may register online on March 22, 2019.
- Current families may register online starting March 25, 2019, at 9:30 am.
- If any current or new families attempt to register before the stated parameters, their registration will not be considered valid and will be deleted. (We will be testing our system on various dates and opening it up early for staff and tutors only).
- All registrations are pending until approved by tutor.



## New Families

Due to an anticipated high enrollment from current families, there will be no registration day for new families requesting classes at BTM. All new families may request to be placed on BTM's wait list on-line starting April 2, 2019. Parents may drop off all 5 Administration forms at Bridge on 4/2 or 4/4.

- To be considered for enrollment the new family Registration Request form and all 5 Administration forms must be completed and turned in together. No electronic copies will be accepted.
- Forms can be found at [Bridge Tutorial Ministries](#) website.
- If the requested classes are available and after the tutor approves their student roster, we will make contact within 2 weeks of your request for registration.
- If there is no availability for the requested classes, the student will remain on the waitlist and no contact will be made with the family.
- Once BTM has offered to move a student off of the waitlist, families will have 3 days to complete the registration process which includes:
  - Payment of the non-refundable registration fee,
  - Payment of the non-refundable facility fee,
  - Commitment to 4 Designated Parent shifts via the supplied Sign Up Genius link,
- If a family does not respond within the 3 days or does not complete the registration process in entirety, their registration request will be moved back to the waitlist without further contact from the Registration Team.

## Payments

- Payments for each class are to be paid directly to the tutors. They can be paid in three different schedule options unless stated otherwise by the tutor or administration. Payment is for services provided by the tutor. Payment options are: full-year, half-year, or 10 monthly payments. More details are on our website. [BTM Payment and Fees](#)
- Payment cycles will run June 10 - Oct. 10 for fall semester payments and Nov.10 - Mar.10 for spring semester payments.
- There is a Late Payment fee of \$10 per class if any payment is paid after the 10th of the month in which it is due. This fee goes into effect upon the first payment date of June 10, 2019. This is to be paid to the tutor.
- Registration fees are to be paid to Bridge Tutorial Ministries:
  - The early registration fee for a current BTM family that registers March 25 -- April 1 is \$40 per child. This includes the tutor registration day on March 22.
  - The regular registration fee for any student that registers April 2- May 31 is \$60 per child.
  - All registration fees will increase to \$75 on June 1st.
  - They are non-refundable. (see note on page 1: Registration and Facility Fees)
- Facility fees are to be paid to Bridge Tutorial Ministries:
  - The facility fee is based on the BTM students in your family. The fee is \$65 for a family with one student and \$85 for a family with 2 or more students.
  - Checks should be made out to Bridge Tutorial Ministries.
  - They are non-refundable. (see note on page 1: Registration and Facility Fees)



### **Class Withdrawal Policy**

- After a family is registered for BTM classes and they choose to change or drop a class, there is a Class Drop/Change fee of \$25 per class due to Bridge Tutorial Ministries via PayPal.
  - Before a class drop/change will actually be made, the payment must be received.
  - Any request to add, drop or change a class must be done via an email to BTM, not through a tutor.
  - There are many of these requests, and they must be handled by the Registration Team.
  - No verbal requests for a change will be considered.
- Last day to withdraw from a BTM class is June 10, 2019. Any withdrawal or change after that date, will still require the full fall semester payment for each class paid directly to each tutor.
- If a student/family withdraws completely from BTM prior to OR after June 10, they owe a flat fee to Bridge Tutorial Ministries of \$50 via PayPal.
- For the half-year and monthly payments, the second semester payments start on Nov. 10, 2019. This is the last drop day for a family that wants to withdraw a student for the second semester and not pay the second semester tuition. Student may still attend the class through the end of the 1st semester which is in Jan. 2020 as they should have finished the 1st semester payments in October. If a student is withdrawn from a class for the second semester and it is after Nov 10, 2019, the full second semester payment is due directly to the tutor.

\* Tutors will be required to solidify their curriculum by May 31, 2019. In the event that there is a delay past May 31 and the curriculum chosen is something that a family is opposed to, the family may withdraw from the class without penalty of a drop fee. If the curriculum choice is delayed past June 10, the family may withdraw from the class without penalty of a drop fee and will not be held responsible for the fall semester payments.