



2020-2021 Registration Dates and Procedures

General Information and Dates

- BTM will not have an Open House. Instead, we 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 3/10, 3/12, 3/17 and 3/19. On these specific 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, Facility and Student Center Supervisory 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 the student is unable to acquire any of the classes they desired.

Returning Family Registration - March 18, 2020, at 9:30 am:

- All **6** Administration Forms: 1) Parent/Student Agreement, 2) Photo and Contact Release, 3) Medical Release, 4) Financial Agreement, 5) Designated Parent and Observation Agreement and 6) Liability Release
 - will be available online at www.bridgetutorial.net, under Information for Parents, "Administrative Forms"
 - 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 3, 5, 10, 12. **No electronic copies will be accepted.**
- Designated Parent Duty Days (2 FULL DAY slots and 1 Alternate FULL DAY slot 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 3
 - are to be recorded on the DP Sign Up Dates Google form, located on website, **prior** to registration
- 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 - see agreement form for details
 - 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:
 - 6 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) **AND** added to the DP Sign Up Dates Google form on the website



- Online class registration
- In order to register online in March, **all administration forms and payments** are due before BEFORE any online class registrations for BTM will be permitted, no later than March 12, 2020
- Staff/Tutors may register online on **March 13, 2020 at 10am**
- Current families may register online starting **March 18, 2020, 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 the tutor.
****Note:** For HS Classic Literature and Film (Herring), HS American Literature (Bernhardt), and MS Creative Writing (Ferguson), a writing sample is required to be submitted to the tutor for approval to enroll in the class **prior** to registration. If your student plans to enroll in one of these classes, please contact the tutor as soon as possible and they will let you know what they require. Most math courses also require **prior** approval by the tutor. Please see the document outlining preapproval for math courses for details. Please seek approval for these courses **prior** to registration to ensure a spot in the class.

New Families Waitlist Requests - March 26, 31 and April 2, 2020:

Due to an anticipated high re-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 March 26, 31 and April 2, 2020. Parents may drop off all **6** Administration forms at Bridge beginning on 3/19, 3/24, 3/26, 3/31 and 4/2.

- To be considered for enrollment, all 6 Administration forms must be completed and turned in together. No electronic copies will be accepted.
- Forms can be found at [Bridge Tutorial Ministries](https://www.bridgetutorialministries.com) website, under Information for Parents, "Administrative Forms"
- Once the forms have been turned in, the New Family Waitlist Request Google form must then be completed, which will be uploaded to the website on **March 26 at 9:30 am.**
- If the requested classes are available after the tutor approves their student roster, and all **6** of the Administrative Forms have been received, we will notify you within 2 weeks of your waitlist request to offer your student enrollment.
- If there is no availability for the requested classes, the student will remain on the waitlist and the family will not be notified, unless a spot later opens for them in that class.
- Once BTM has offered to move a student off of the waitlist, families will have the next 2 BTM days to complete the registration process which includes:
 - Payment of the non-refundable registration fee- dropped off at BTM
 - Payment of the non-refundable facility fee - dropped off at BTM
 - Commitment to (2) Designated Parent and 1 Alternate Designated Parent shifts via the supplied Sign Up Genius link, and record dates on the DP Sign Up Dates Google form
 - Officially register for classes on the link that will be provided once the above are received



- If a family does not respond within the 2 BTM days or does not complete the registration process in its entirety, their registration request will be moved back to the waitlist without follow up from the Registration Team.
- FROM MAY 14, 2020 through June 18, 2020 - PLEASE FOLLOW EACH of THESE STEPS:
 - Complete the New Family Registration Waitlist Request Form
 - Send an email to BTMleadershipteam@gmail.com with "New Family Waitlist Registration" in the subject line, stating that you have filled out the request form, as the registration team is on summer break and not managing the form on a regular basis
 - You will receive an email soon thereafter confirming which classes are definitely available and an address where forms/fees can be mailed will be included
 - In order to complete the actual registration for the classes, we must receive the
 - 6 admin forms - all hard copies, no electronic forms accepted
 - The non refundable registration fee - see Payment section below
 - The non refundable building fee - see Payment section below
 - The non refundable designated parent fee
 - Forms/Fees can be mailed to the address provided in the response email
 - Confirmation that you are signed up for a total of 3 Designated Parent full day shifts via the Sign Up Genius link
 - Once all of the above are completed, you will be sent a link to register for the classes that you were offered
- The New Family Request Form will be removed on **June 18, 2020** and families will be accepted on a case by case basis through July 24, 2020.

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 Dec.10 - Apr.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 and tutors that registers March 3 -- Mar 24 is \$40 per child.
 - The regular registration fee for any student that registers March 26 - 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, Facility and DP Fees)
- Facility fees are to be paid to Bridge Tutorial Ministries:
 - The fee is \$75 per family.
 - Checks should be made out to Bridge Tutorial Ministries.



- They are non-refundable. (See note on page 1: Registration, Facility and DP Fees)
- Student Center Supervisory fees are to be paid to Bridge Tutorial Ministries
 - Checks should be made out to Bridge Tutorial Ministries. The Student Center Supervisory fee is \$35 per family.
 - They are non - refundable. (See note on page 1:Registration, Facility and DP Fees)

Class Withdrawal Policy

- After a student is registered for BTM classes and they choose to change or drop a class, there is a Class Drop/Change fee of \$25 per student per class due to Bridge Tutorial Ministries via PayPal, at BTMLeadershipTeam@gmail.com
 - Before a class drop/change will actually be made, the payment must be received.
 - There is no fee to add a class, just to change or drop a class
 - Any request to add, drop or change a class must be done via an email to BTM, NOT through a tutor.
 - These requests 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, 2020. 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 withdraws completely from BTM, even if a sibling remains, prior to June 10, a \$50 student withdrawal fee is due to Bridge Tutorial Ministries via PayPal at BTMLeadershipTeam@gmail.com. If it is after June 10, the withdrawal fee is due IN ADDITION TO each fall semester payment to every tutor.
- For the half-year and monthly payments, the second semester payments start on Dec. 10, 2020. 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. Students 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 Dec 10, 2020, the full second semester payment is due directly to the tutor.

* Tutors will be required to solidify their curriculum no later than May 31, 2020. In the event that there is a delay past May 31 and the curriculum chosen is something that a family is strongly opposed to, the student may withdraw from the class without a drop fee. If the curriculum choice is further delayed past June 10, the student may withdraw from the class without penalty of a drop fee and will not be held responsible for the fall semester payments.