



## 2021-2022 Registration Dates and Procedures

### General Information Overview

- BTM will host a Zoom Call Open House on Thursday, February 25 at 7:30pm. New families can register on the BTM website, and include any specific questions that are not addressed in this document. A Zoom link will be sent to those registered.
- All 2021-2022 Academic Documents, Admin forms, Course Descriptions, Class Schedule, etc., will be updated and available at [www.bridgetutorial.net](http://www.bridgetutorial.net) by March 1, 2021
- Registration dates for:
  - Staff/Tutors - March 12, 2021
  - Returning Families - March 22, 2021
  - New Families - March 26, 2021
- Forms and Fees due by:
  - Staff/Tutors - March 8, 2021
  - Returning Families - March 15, 2021
  - New Families - will begin to be accepted March 23, 2021
- Decisions to meet in person will be made by August 6, 2021
- Payment information is listed below.

### Returning Family Registration - March 22, 2021, at 9:30 am (Staff on March 12, 2021, 3-5pm): ● All 7

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 7) Covid Waiver

- will be available online at [www.bridgetutorial.net](http://www.bridgetutorial.net), under Information for Parents, "Administrative Forms"
- are due by **March 15, 2021, (Staff by March 8, 2021), prior** to a student being able to register for classes,
- **Electronic copies of forms are now being utilized.** Please follow these steps when submitting the forms:
  - Print all registration documents off of BTM website. Complete and sign hard copies.
  - Scan completed and signed forms as one document, using either a free app such as CamScanner, or a printer/scanner, etc. Document must be scanned; photos of documents will not be accepted.
  - Email forms as one document to [btmleadershipteam@gmail.com](mailto:btmleadershipteam@gmail.com), with "(Your Family Name) 21-22 COMPLETED REGISTRATION FORMS" in the Subject line.
- Designated Parent Duty Days (the number of days required will be decided by August 6, 2021), **pending COVID Guidelines and the possibility of hiring designated Student Center Supervisors:**



- are mandatory to secure class registrations
- will be available through Sign-Up Genius by **August 13, 2021**
- are to be chosen by parent by **August 20, 2021**
- are to be recorded on the DP Sign Up Dates Google form, located on website, by **August 20, 2021**

- Tutor Observations

- are strongly encouraged during the year, but are optional, pending COVID Guidelines

- Registration is considered complete when the following are received:

- 7 Administration Forms (available on website under "Info for Parents")
- Registration fees
- Online Registration via Coursestorm, which will open at 9:30am registration day
- Classes are confirmed by BTM LT, per availability, and then ultimately by the tutors
- Pending COVID Guidelines - Designated Parent Duty Days sign-up (through Sign-up Genius) **AND** added to the DP Sign Up Dates Google form on the website

In order to register online in March, **all administration forms and payments** are due, (see noted due dates), **BEFORE** any online class registrations for BTM will be permitted:

- Staff/Tutors may register online on **March 12, 2021 at 1pm**
- Current families may register online starting **March 22, 2021, 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:** On the BTM website, please carefully check each Class Description, **BEFORE MARCH 22**, that you are interested in to understand any prerequisites and/or writing samples or math evaluations that may be necessary to be eligible for registration. These items are to be handled directly with each tutor, per their instructions on the Course Descriptions. The tutor will inform the Registration Team if your student is approved to enroll in their course.

### **New Families Waitlist Requests - opens March 26, 2021:**

Due to an anticipated 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, 2021. Parents may electronically submit all **7** Administration forms to Bridge beginning **March 23, 2021**.

- To be considered for enrollment, all 7 Administration forms must be completed and turned in together. electronic copies will be accepted. Please follow these steps:
  - Print all registration documents off of BTM website. Complete and sign hard copies.
  - Scan completed and signed forms as one document, using either a free app such as CamScanner, or a printer/scanner, etc. Document must be scanned; photos of documents will not be accepted.
  - Email forms as one document to [btmleadershipteam@gmail.com](mailto:btmleadershipteam@gmail.com), with "NEW FAMILY COMPLETED REGISTRATION FORMS" with your family name in Subject line.
- Forms can be found at [Bridge Tutorial Ministries](https://www.bridgetutorialministries.com) website, under Information for Parents,



## "Administrative Forms"

- Once the 7 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, we will notify you within 1-2 weeks of your waitlist request to offer your student enrollment. (Any students who are able to be immediately enrolled for a class per space and tutor approval will be, beginning on March 26, 2021).
- 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. As classes space opens up, families on the waitlist are contacted immediately to be offered the spot.
- Once BTM has offered to move a student off of the waitlist, families will have the next 48 hours to complete the registration process which includes:
  - Payment of the non-refundable registration fee
  - Payment of the Non refundable Facility and Student Center Supervisory fees, which may be due August 20, pending COVID guidelines.
  - Commitment to Designated Parent Duty, pending COVID Guidelines
    - are mandatory to secure class registrations
    - will be available through Sign-Up Genius by **August 13, 2021** (link will be supplied) ■ are to be chosen by parent by **August 20, 2021**
    - are to be recorded on the DP Sign Up Dates Google form, located on the website, by **August 20, 2021**
  - Officially register online for classes on the link that will be provided once the above are received ●

If a family does not respond within the 48hours, 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, 2021 through June 18, 2021** - PLEASE FOLLOW EACH OF THESE STEPS:
  - Check the Class Schedule to know which classes are still available.
  - Read the Course Descriptions paying close attention to any prerequisites to ensure your student's eligibility
  - Complete the New Family Registration Waitlist Request Form, (based on the availability and eligibility)
  - Send an email to [BTMleadershipteam@gmail.com](mailto: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 still available, as some changes occur before the schedule is updated on the website, and instructions to submit the 7 administrative forms and payment
  - In order to complete the actual registration for the classes, we must receive the
    - 7 admin forms - electronic forms accepted
    - The non refundable Registration fee - see Payment section below
    - The non refundable Facility fee - see Payment section below - Pending COVID ■ The non refundable Student Center fee - see Payment section below - Pending COVID
  - 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 August 20, 2021. **Requests can be made via the BTM email**, but prior to emailing, please carefully review the Class Schedule and Course Descriptions, on the BTM website, to see what classes may still be available at that time.

## Payments

- Payments for each class are to be paid directly to the tutors. Payment is for services provided by the tutor. They can be paid in three different schedule options unless stated otherwise by the tutor or administration. 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 and Dec.10 - Apr.10, for spring semester payments.
  - There is a Late Payment fee of \$10 per class per student 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, 2021. This is to be paid to the tutor.
- Registration fees are to be paid to Bridge Tutorial Ministries: **(See Payment Options Below)**
  - The early registration fee for a current BTM family and tutors that register March 1 - March 26, is \$40 per child.
  - The regular registration fee for any student that registers March 27 - May 31, is \$60 per child. ○ All registration fees will increase to \$75 on June 1st.
  - They are **non-refundable** are due **in advance** of a student's registration
  - May be refunded at the discretion of the Leadership Team if the student is unable to acquire any of the classes they desired.
- Facility fees are to be paid to Bridge Tutorial Ministries (by Aug 20, once meeting decisions have been determined):
  - The fee is \$75 per family.
  - They are non-refundable.
- Student Center Supervisory fees are to be paid to Bridge Tutorial Ministries (by Aug 20, once meeting decisions have been determined)
  - The Student Center Supervisory fee is \$35 per family.
  - They are non - refundable.
- **Payment Options** to Bridge Tutorial Ministries for Registration, Facility fee, and Student Center fee are:
  - Cash
  - Check or money order made out to Bridge Tutorial Ministries
  - \*\*\*If payment is via cash or checks, please request the mailing address from Megan Heath at [meganbtm@yahoo.com](mailto:meganbtm@yahoo.com)
  - Paypal at [BTMLeadershipTeam@gmail.com](mailto:BTMLeadershipTeam@gmail.com)
    - If choosing this option, please either select the "friends and family" option or increase your total charge to cover the additional service fee amount.
    - Any PayPal fees BTM incurs as a result of your transaction will be passed to your account and must be satisfied immediately or registration will be invalid.

- Clearly note the Students name(s) and the fee title when making payments
- Any payments made to BTM at the same time can be paid in one lump sum in either of the methods stated above.
- \*Note: Tutor payments and BTM payments **cannot be paid together**, as they go to separate entities.

## 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](mailto: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, 2021. 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](mailto: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, 2021. 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 January, 2022, 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 December 10, 2021, the full second semester payment is due directly to the tutor.

\* Tutors will be required to solidify their curriculum no later than May 31, 2021. 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.