



## 2022-2023 Registration Dates and Procedures

### General Information Overview

- BTM will have Visitation time slots for interested new families to sign up for and observe classes on March 8, 10, 15 and 17th. Sign up is available on the BTM website.
- 2022-2023 Course Descriptions and Class Schedule are available at [www.bridgetutorial.net](http://www.bridgetutorial.net) as of Feb 28, 2022. Newly scheduled classes and course descriptions will be added as needed. Academic Admin Registration forms will be available on the site by March 11, 2022.
- Forms and Registration Fees due by:
  - Staff/Tutors/Returning Families - March 15, 2022
  - New Families - will begin to be accepted March 22, 2022
- Registration dates for:
  - Staff/Tutors - March 16, 2022
  - Returning Families - March 18, 2022
  - New Families - March 25, 2022- \* **SEE PROCEDURE BELOW**
- Payment information is listed below.

### Returning Family Registration - March 18, 2022, at 9:30 am (Staff on March 16, 2021, 1-3 pm):

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, 6) Liability Release, and 7) Covid Waiver:

- will be available online at [www.bridgetutorial.net](http://www.bridgetutorial.net), on the home page under "Registration 2022-23" by March 11, 2022
- are due by **March 15, 2022**, prior to a student being able to register for classes,
- **Electronic copies of forms and signatures are now being utilized.** Please follow these steps when submitting the forms:
  - Click on the button for the first Registration Form on the website
  - Fill in all required information
  - Sign form
  - Repeat with additional Registration Forms until all seven are completed and submit
  - You will receive a confirmation email with a PDF of the signed document attached
- Pay Registration fee (See payment options in section below)

**Designated Parent Duty Days** (the number of days required will be decided by August 12, 2022), pending the possibility of hiring designated Student Center Supervisors:

- are **FULL days, 9am - 4pm, served by ONLY the parents of the student and are MANDATORY to secure class registrations**
- will be available through Sign-Up Genius by **August 15, 2022**
- are to be chosen by parent no later than **August 26, 2022**
- are to be recorded on the DP Sign Up Dates Google form, located on website, by **August 26, 2022**



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

- Staff/Tutors may register online on **March 16, 2022 at 1pm**
- Current families may register online starting **March 18, 2022, 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 16, 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.
- Registration is only 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 9:30 am registration day
  - Classes are confirmed by BTM LT, per availability, and then ultimately by the tutors
  - Designated Parent Duty Days sign-ups are completed (through Sign-up Genius - available **August 15, 2022**) **AND** added to the DP Sign Up Dates Google form on the website

## **Payments**

- 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 15 - March 25, 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.
  - 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 April 22**, or once the building decisions have been finalized:
  - The fee is \$75 -125 per family, pending building rental costs.
  - They are non-refundable.
- Student Center Supervisory fee is to be paid to Bridge Tutorial Ministries (by Aug 15, once Student Center Supervisors have been determined)
  - The Student Center Supervisory fee is \$40 per family.
  - It is non-refundable
- **Payment Options** to Bridge Tutorial Ministries for Registration, Facility fee, and Student Center fee:
  - 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

- 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, but clearly note what the combined payment covers.
- \*Note: Tutor payments and BTM payments **cannot be paid together**, as they go to separate entities.
- **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 the fall semester and Dec.10 - Apr.10, for the spring semester. There is NO payment in Nov.
  - 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, 2022. This is to be paid to the tutor.

## 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 \$35 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, 2022.** 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 \$50 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, 2022. 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, 2023, 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, 2022, the full second semester payment is due directly to the tutor.

\* Tutors will be required to solidify their curriculum no later than May 31, 2022. 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.

### **New Family Registration - Begins March 25, 2022:**

Please carefully note **ALL** of the above policies regarding fees and payment methods, changes/withdrawals fees and procedures and the mandatory Designated Parent Duty **BEFORE** submitting your Admin Forms and Registration Fees!

To be considered for enrollment, all 7 Administration forms must be completed via Jotform and the \$40, \$60 or \$75/child (\*see above) Registration Fee must be submitted. See above **Payments** section for fee schedule. Forms can be found at [Bridge Tutorial Ministries](http://www.BridgeTutorialMinistries.com) website, on the home page. Please follow these steps when submitting the forms:.

- Click on the button for the first Registration Form on the website
- Fill in all required information
- Sign form
- Repeat with additional Registration Forms until all seven are completed and submit
- You will receive a confirmation email with a PDF of the signed document attached
- Pay Registration fee (See payment options in section below)
- Submit Registration fee
- Once the 7 forms and fees have been submitted, you will be sent a link by 3/23/22, with instructions to make an account for your family on Coursestorm, BTM's registration site.
- Once the Coursestorm account is created, you will receive an email by 3/23/22 with detailed instruction to guide you through the registration process on March 25, 2022.

### **FROM March 28, 2022 through June 10, 2022 - 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
- Read all payment, class change/withdrawal, tutorial withdrawal procedures and Designated Parent Duty requirements before registering.
- Complete the seven Administrative Registration Forms, found on the website, following the above instructions.
- Pay the Registration fee.
- **Send an email to [BTMleadershipteam@gmail.com](mailto:BTMleadershipteam@gmail.com)** with "New Family Registration Request" in the subject line, noting that you have completed the seven registration forms electronically and submitted



the registration fee.

- You will receive an email soon thereafter confirming that your items were received and a link for our registration site, Coursetorm, will be included. Create an account for your family immediately.
- The registration site will be open each Friday, 1:00-3:00 pm for you to register for classes. A Registration Tips document will be attached to the previous email that should help with completing the class registration process.

After **June 10, 2022**, families will be accepted on a case by case basis through August 15, 2022. **Requests can be made via the BTM email**, but prior to emailing, please carefully review the Class Schedule, Course Descriptions, all policies, procedures and requirements on the BTM website to ensure that BTM would be a good partnership for your family.