



BLOOMING MINDS ACADEMY

581 North Wolf Road, Wheeling, IL 60090  
www.bloomingmindsacademy.com  
(224) 477-7921

## Policy

**All participants, parents and other caregivers are responsible for reading and adhering to the policies set forth in the Blooming Minds Academy Policy Manual.**

### Tuition and Registration Policies

**Registration:** To participate in the program, an **annual registration fee of \$100** must be paid by all participants. This fee is non-refundable. Eligibility to participate in our program requires a completed registration packet in its entirety.

**Tuition Fee:** The Tuition fee is based on the cost per academic hour. It must be paid in full on or before the first day of each new trimester, whichever method of payment is elected at the time of registration. **A late fee of \$25** will be charged for tuition paid on week late.

### Missed Classes

**Blooming Minds Academy is not responsible for missed classes.** Make up classes are only offered on a limited and pre-arranged basis. Makeup classes are only available if your child's absence is **due to illness**, and we receive a notice prior to the beginning of the class. This is to ensure fairness and equality with makeup classes, and to maintain the child to teacher ratio. The make-up hours in the 14-week session are equivalent to the number of hours your child attends in 3 weeks, up to, but no more than, 12 hours per any one trimester.

There will be no make-up hours for children signing up for 5 week sessions.

Teachers will be taking attendance for classes to assure this policy is followed. **To arrange make up class please refer to program director.** All sick calls and makeup class requests must be sent via email to [info@bloomingmindsacademy.com](mailto:info@bloomingmindsacademy.com). A makeup class (if a student is eligible) will then be assigned dependent on availability and space in the classes.

**Missed classes are non-refundable.** There are no make-up classes or tuition refunds available for weather related closures.

### Withdrawal Policy

Enrollment into courses takes place on an ongoing basis. For new students, all money refunded if withdrawal is made 2 weeks prior to the beginning of the term. 80% of tuition will be refunded if the notification is received before the 2nd class. No money is refunded after the second week of class. For continuing students, a **30-day advanced notice** is required.

**Tuition will not be refunded retroactively**, if student is missing from class without advanced notice.