

McKee Language Schools  
Main Office: 801-374-8854  
508 East 800 North, Orem, UT 84097

### School Policies (Salt Lake City/Sugarhouse)

1. Registration. Please read the policies here, review and sign the enrollment agreement, and complete the registration form. For your registration to be complete, you should submit the forms, the agreement, and the non-refundable registration fee.

- \$100 for the school-year core program (one registration per school year, fall and winter)
- \$35 for the school-year after-school program
- \$100 for summer semester

All registration fees are non-refundable under any circumstances.

### 2. Payment Options

We have several different payment options, as well as payment methods to meet your needs. Not all payment methods work for all payment options.

- **School year option.** Tuition can be paid in advance for the full school year. With the school year option you may pay by check, e-check, debit card or credit card. You also receive a 5% discount.
- **Semester option** (fall/spring/summer). With the semester option, you can also pay by check, e-check, or credit card (no 5% discount) and you pay the entire amount for the semester.
- **Monthly auto-pay option.** With monthly auto-pay, you can pay via credit card or e-check on a monthly installment (no checks). We keep your information on file and charge the monthly installment on the first of each month (Fall and Spring semesters). For the summer term, the total tuition amount is divided into 3 payments and charged on (1)The date your register and give us your payment information (2) July 10<sup>th</sup> (or the first business day following if July 10<sup>th</sup> is on a weekend) (3)August 1st

**Please note:** with any of the payment options, a 3% surcharge is applied if paying by credit or debit card. If paying by check or electronic check, there is no fee. Please keep us informed of any changes to your card or checking account information (e.g. expiration dates, replacement of canceled cards, bank account changes, etc.) as any declined charges will be assessed a \$25 fee.

To pay by e-check or credit card (3% surcharge for credit card payments) call the main office.

To pay by check, mail a check to the main office or give to the Head Teacher at the school. Make checks payable to ILP McKee Language Schools. We charge a returned check fee of

\$25.00 for returned checks or echecks. Address for payment at the main office is: ILP McKee Language School 508 East 800 North 3D Orem, UT 84097

Delinquent accounts will be referred to a collection agency and a collection fee will be added to the original balance.

Please direct all financial inquiries or request for receipts or statements to [accounts@ilp.org](mailto:accounts@ilp.org)

3. Tuition obligation for the entire semester. Once enrolled and any payment paid (fall semester) or you indicate that you are continuing (spring semester), your tuition commitment is non-refundable for the entire semester. You accept liability and legal obligation to pay tuition for the entire semester at the number of days you enrolled, even if your child misses days, never attends, or stops coming mid-semester. (Contact us for hardship situations which we will consider on a case-by-case basis) You are still obligated to pay the full tuition, even if you change your mind and your child does not attend at all or misses any number of days. If you wish to cancel, we require a 30-day cancellation notice.

4. Discounts: A one-time discount of \$100 for each referral who enrolls a student for a school year. You must request your referral discount via email to [accounts@ilp.org](mailto:accounts@ilp.org). To qualify, the person you refer must indicate your name in the appropriate place on their initial registration form.

5. On-time pick-up. Please be sure that your children are picked up on time. If our teachers stay to look after late children, a fee of \$5 will be charged for each 15 minute increment that the child remains after classes have ended.

6. Missed Days. If your child misses a day of class there are no make-up days. Unfortunately we cannot provide any refunds, credits, or discounts for missed days.

7. Pay per day. Children enrolled in the pay-per-day option (less than 3 days a week) must pay for a minimum of 20 days in a semester and must pay in full at the beginning of the semester. Pay per day tuition is not refundable under any circumstances, even if your child misses days or cancels enrollment. Pay per day is for returning students and must be approved by director.

8. Performances. At the end of each semester we will have a Spanish performance. (Place and time TBA). At the end of the first semester, the performance is generally a musical performance with songs in Spanish. At the end of the 2nd semester, the performance is a mini-play (also with songs) in Spanish. Please invite friends and family to support your children.

9. Parent visits: Parents are welcome at the school at any time. However, if you have questions or would like to talk with someone about the school or program it is best to schedule your visit in advance to be sure non-teaching administrative staff members are available when you come. All administrative matters are handled through our administrative office. If you would like to bring your child for a free trial day (or hour if you prefer a shorter time) please call to schedule an appointment so that we can keep our group size to 8 children.

10. Potty Training. All children must be potty-trained before registering for the school.

11. Open House days. You are always welcome to schedule days to visit the school, observe classes, and speak with the teacher. We no longer schedule open house days.

12. Sick Children. Please do not send sick children to school. It is difficult to disappoint your child but it keeps from spreading the illness through the entire class (and teachers).

13. Birthdays. We have two days each month that we recognize all the children who have birthdays that month. For health reasons, please do not bring snacks or treats for children on birthdays. The number of special dietary restrictions and preferences for children on different days makes it better for the school to coordinate birthday celebrations.

14. Show and tell. "Show and tell" days are held once each week. Sign up sheets will be available at the school.

15. Toys from home. Please do not allow your children to bring toys from home, except as assigned for "show and tell" days. Toys can distract from the activities in Spanish, and occasionally get broken or lost. If your child brings a toy, a teacher will keep the toy until class ends that day.

16. Please tell your friends about the Spanish School. We need your help to make the school a success. If you and your child(ren) are having a good experience with the school please help us by letting your friends know. We offer discounts for referrals (see details above for requirements).

17. Concerns or questions. Generally a non-teaching staff is available at drop-off and pickup times to talk with you if you have any questions or concerns. If that doesn't work for your situation, please feel free to call either of the numbers above and speak with Jared Hansen or any of the MLS staff at the main office.