



## School Policy

### **Registration Fee:**

There is a \$20 registration fee due at the time of signing. The fee is NON-REFUNDABLE & NON-TRANSFERABLE. A \$5 registration fee discount is available for additional family members.

### **Tuition:**

- Tuition is due on the 1<sup>st</sup> of each month.
- Tuition can be paid by check, Zelle, or Venmo transfer.
- A late fee of \$10 will be charged if tuition payment is received after the 8<sup>th</sup> of the month, regardless of attendance or holidays.
- Tuition payment received after the 8<sup>th</sup> is considered late.
- There are NO deductions for the classes missed, regardless of attendance or holidays.
- Tuition is NON-REFUNDABLE.
- There is a return check charge of \$25.
- \$5 discount for additional family members.
- There is one-month tuition for August & September.

### **Attendance and homework:**

- Students must arrive on time for class.
- Students under 18 must be picked up promptly after class.
- Students are encouraged to attend class regularly.
- Students are obligated to do homework and email it at least 24 hours before the class.
- Students who missed a class are responsible to make up the material and homework.
- Students can schedule an appointment for a consultation with the instructor during office hours.



## HOLIDAYS:

- **Students' Trip to Poland:**
  - Sep 5<sup>th</sup>, 2019 (Wednesday) – Sep 19<sup>th</sup>, 2019 (Friday)
- **Thanksgiving break:**
  - Nov 25<sup>th</sup>, 2019 (Monday) – Nov 29<sup>th</sup>, 2019 (Friday)
- **Christmas break:**
  - Dec 23<sup>rd</sup>, 2019 (Monday) – Jan 3<sup>rd</sup>, 2020 (Friday)
- **Classes resume:** Jan 7<sup>th</sup>, 2020 (Tuesday)
- **Spring Break:** Mar 16<sup>th</sup>, 2020 (Monday) – Mar 20<sup>th</sup>, 2020 (Friday)

## MISCELLANEOUS:

- Please do NOT leave food or drinks in the classroom.
- Please do NOT allow children to run in the hallway.
- Polish Academy will be closed if Houston ISD closes for inclement weather.
- Polish Academy Houston may at times use photographs, audio, and/or video recordings of students for purposes of publicity, via the Internet, print publications, and other media. By signing this form the parent/guardian/student is giving the Polish Academy Houston permission for the child to be photographed/videotaped. You can opt-out by checking the opt-out form at the bottom of this form.
- Polish Academy in Houston is not responsible for items left unattended.

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Student's Name (Please Print):

Date

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Parent or Guardian Signature and name (Please Print):

Date

- I would like to opt-out for the photographs, audio, and/or video recordings of students

