

## Legacy Payment Policies

**Non-Refundable:** Registration fees, materials fees, and the last four weeks' tuition are non-refundable. Legacy charges (and refunds) tuition by the week. This is to ensure all families are fairly charged according to the number of weeks enrolled in a class.

**School district funds may not be used** to pay for tuition, materials fees, and/or registration, or for the reimbursement thereof.

**Invoices** will be emailed before the tuition payment due date.

**Payment Due Date/Time:** Payment must be made on or before 2:00 pm on the tuition payment due dates indicated on the Legacy Calendar. See Late Payments below for more information.

**Advance Payment:** Tuition may be paid in advance. If prepaid classes are later dropped, a processing fee of 2% will be deducted from any credit for tuition paid in advance.

**Payment Methods:** Online tuition payment via Intuit QuickBooks is preferred. All in-person payments should be given to the Processing Center. Family invoice emails will include a "Pay Now" link for online payment via ACH (bank transfer) without incurring additional charges. Please do not give checks or cash directly to teachers. All checks should be made payable to Legacy Homeschool Center. Payment for all registration, class tuition, and materials fees may be combined in one payment. Cash payments must be given directly to a processor.

**Late Payments** will incur a late fee of \$20 per family per week for the first two weeks past due, increasing to \$40 per week for three or more weeks past due. Please email the Processing Center at [processing@legacyhc.org](mailto:processing@legacyhc.org) in case of unplanned absences or special circumstances on tuition due dates. In the event of absence on tuition payment day, tuition may be paid online or mailed to Legacy Homeschool Center, P.O. Box 52871, Bellevue, WA 98015. **Mailed payments must be received at least 2 days before the Tuition Due date.**

**NSF Fees:** Insufficient Funds checks will incur late fees in addition to any NSF Fee charged to Legacy by the bank. If more than one check is returned per academic year, Legacy will require cash or cashier's checks for any future payments in the current academic year. Returned ACH payments will incur late fees in addition to any Chargeback Fee assessed by Intuit.

**Collections Policy:** In the event that an invoice or account balance is not paid when due, Legacy will send a courtesy reminder text on the due date. After 2:00 pm on the due date, invoices will be assessed a late fee and will be sent via email with a payment link. If the invoice remains unpaid, an additional late fee will be assessed each week after 2:00 pm (\$20, \$20, \$40, etc.). After five weeks of non-payment, the Legacy board will discuss dropping the family's registration from Legacy. At any time, you may contact Processing at [info@legacyhc.org](mailto:info@legacyhc.org) to discuss potential arrangements for special circumstances.

**Dropping Classes:** Please register your child(ren) for classes with the intention of participating from September to June. While situations occasionally make it necessary to drop a class mid-year, please keep in mind that this may negatively impact the teacher and the other students in the class. **Also, please remember dropping classes can be costly** as not all payments are refundable. If you choose to drop any classes, you may do so on the Legacy Enrollment System online or you may request assistance from the Processing department at [processing@legacyhc.org](mailto:processing@legacyhc.org). If you drop a class, your prepaid, final four-weeks of tuition will be applied as a drop fee. Your child is not permitted to attend the dropped class after the drop paperwork is processed. If you are withdrawing from Legacy entirely, please notify the Processing Center by emailing [processing@legacyhc.org](mailto:processing@legacyhc.org).

**Credits for Dropped Classes:** Refund checks will not be issued for dropped classes unless a family is withdrawing from Legacy entirely. If a class is dropped, any tuition credit for that class will be applied to the next payment due. If classes are added and dropped at the same time, any tuition credit for dropped classes will be applied to the tuition due for added classes. Advance notification (before class begins) is required to receive a tuition credit for the week that a class is dropped. Email notification to [processing@legacyhc.org](mailto:processing@legacyhc.org) is acceptable Saturday through Thursday. Notify Processing in-person on Fridays.