



# Legacy Homeschool Center

Est. 1998

P.O. Box 52871, Bellevue, WA 98015

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## Payment Policies

**Non-Refundable:** Registration fees, materials fees, and tuition are non-refundable. Legacy charges tuition at registration and then 6 other times during the year. The payment dates are recorded in our calendar.

**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 the week of the tuition payment due date. Please make any adds/drops to your classes before invoices are sent. Once payments are due, they become non-refundable.

**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 3% will be deducted from any credit for tuition paid more than one month in advance.

**Payment Methods:** Online tuition payment via Intuit QuickBooks is available. Family invoice emails will include a "Pay Now" link for online payment via ACH (bank transfer) without incurring additional charges. All in-person payments should be given to the Processing Center. 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. Please do not give checks or cash directly to teachers.

**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 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.

**Processing Fees:** A three percent (3%) processing fee has been built into tuition prices to offset processing costs.

**Collections Policy:** After 2:00 pm on the due date, unpaid 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 four weeks of non-payment, the Legacy board will discuss dropping the family's registration from Legacy. At any time, you may contact Legacy 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 payments are non-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). 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 Legacy by emailing [info@legacyhc.org](mailto:info@legacyhc.org). Refund checks will not be issued for dropped classes.

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