

SHIREMANSTOWN HOMESCHOOL GROUP

CLASS REGISTRATION, FEES, AND PAYMENT PROCEDURES FOR SPRING 2018

(UPDATED 12/4/2018)

**** Please read this **before registering for classes** as we have updated our registration/payment policy. ****

IMPORTANT REGISTRATION DATES:

January 3, 2019 - Registration closes (10:00 PM)

January 10 - First day of classes

March 21 - Spring Break

April 25 - Last day of classes

May 2 - Make up day, if necessary.

PROCEDURES:

- For general inquiries about our group or specific questions about our classes, use the “Contact Us” link on the website, or send an email to our group address at SHGInfo@ShiremanstownHomeschool.com. One of our team members will respond as soon as possible.
- Refer to the Class Descriptions document for individual class rates. Descriptions are located on the “Class Information” page of our website at www.ShiremanstownHomeschool.com.
- Email is SHG’s and our instructors’ primary source of communication. Please check your accounts regularly and notify us if your contact information changes.
- When you submit your online registration, you will receive an email confirmation from one of our administrators. This same email will be copied to individual instructors and serves as your registration in their classes. Class enrollment is complete upon full payment of class fees.
- Your instructor will contact you within a few days of your registration.
- Class fees are to be paid directly to the individual instructors **each semester**, and **ALL** class fees are due **on or before the first day of each semester**.
- Students with an unpaid balance may not attend the class.
- Lab and materials fees as designated in the class descriptions as a portion of the class fee are non-refundable.
- Our host church allows us to use their facilities for the benefit of our children’s education. In return, we encourage each family to make a donation of \$25 - \$50 each semester to offset the cost of utilities and maintenance of the property. Checks can be made payable to our host, Shiremanstown First Church of God.
- In the event of student withdrawal from the class, ANY refund, which may be no more than 75% of the cost of the class, is at the discretion of the class instructor. According to the policies of Shiremanstown Homeschool Group, NO refunds will be offered after the second week of classes.

Registration closes at 10:00 pm, Thursday, January 3, 2019.