



Glottaverse School Payment and Refund Policy

Terms

Seasonal Quarter = 10 week sessions that the school uses to schedule courses. There are four quarters in each calendar year. Quarter dates are posted on the school website.

Initial Payment Date = 2 calendar Fridays prior to the first Monday of the seasonal quarter.

Late Payment Date = 1 calendar Friday prior to the first Monday of the seasonal quarter.

Responsible Parties

Students or guardians of students (if they are underage) are responsible for providing payment and for participation. The instructor of a given course is responsible for delivering instruction. All parties are responsible for adhering to syllabus policies.

Payment Due Dates

Payments for classes are due by 11:59 pm of two calendar Fridays prior to the first day of each new seasonal quarter. If your class is in the Fall Quarter of 2021 (beginning date is October 4th, 2021), then your class payment is due in full on the second Friday prior (this case being September 24th, 2021).

Late Payments

Late payments will be accepted until the first Friday, at 11:59 pm, prior to each seasonal quarter. Late payments will be charged a late fee of 15%. If your class is in the Fall Quarter of 2021 (beginning date is October 4th, 2021), then the late payment deadline is the first Friday prior (this case being October 1st, 2021).

Method of Payment

Payment instructions will be sent for each student. There are currently two options for payment:

1. Pay Pal
2. Check
 - a. Checks must be made payable to Robert Skipper. Subject line: Glottaverse School

Failure to Make Payment

If a student or guardian of the student fails to make a payment by the Late Payment Date of the seasonal quarter in question, they will not be allowed to receive a final course certificate and they will not be allowed to participate in the class they signed up for.

When a Refund May Be Made

- A student withdraws prior to Initial Payment Date
 - If the student withdraws from their class arrangement prior to the Initial Payment Date of the seasonal quarter in question then the student will receive a full refund.



- A student has an insurmountable disability.
 - If the instructor has, in error, accepted a student with a disability that requires accommodations that the instructor cannot, in fact, provide accommodations for, then the student will receive a full refund.
- An excessive amount of classes had to be cancelled.
 - If by some act of God or by government mandate classes are not allowed to be conducted and they are not able to be made up in an alternative fashion (over online meeting software, for example), students will receive a full refund.
- Class is cancelled by instructor due to a lack of the minimum number of students (3).
 - If not enough students have signed up for the course by the last payment deadline, then the course will be cancelled by the instructor and any students who already paid their fees will receive a full refund.

When a Refund May Not Be Made

- Students do not come to class.
 - If students do not come to class as contractually agreed, then they are not due a refund.
- On an hour by hour basis.
 - If a student is not able to come to (a) class meeting hour(s), as contractually agreed, and they voluntarily choose to not make up the hour at another time during the seasonal quarter, then they are not due a refund for their missing hour(s).
- Student withdraws from class after seasonal quarter has begun
 - If a student voluntarily withdraws their class arrangement after the Initial Payment Date of the seasonal quarter in question then they are not due a refund.

How a Refund Will Work

Refunds will be returned through the same payment method that the school received the funds. If it is through Pay Pal, then the money will be returned through Pay Pal. If the money was initially received by check, then a return check will be issued.

Substitutions

If a student wishes to substitute their course selection for another course offering of equal or lesser value, then they must do so prior to the Initial Payment Date of the seasonal quarter in question. If a student is unable to meet these substitution requirements and does not want to pursue the course in question, normal Refund and Withdrawal policies apply.