

Registration Process

Honor System

Our registration process is an honor system that assumes you will not register for a seat until you are ready to commit to it. When you register for a course, we hold that seat and prevent other students from taking it, even in advance of your full payment. Accordingly, we consider your registration request to be a commitment to fully pay for that seat, even if you change your mind later. If unforeseeable and unmanageable changes in your circumstance necessitate dropping the seat before classes begin, we will gladly refund any fees and tuition paid. Such circumstances could include unexpected severe medical problems or unexpected household moves. We do not consider changes in your academic plans or changes in another organization's schedule to be sufficient reason for you to drop one of our courses—we consider those to be your discretionary decisions and would still expect full payment. However, if we can fill a dropped seat from a wait list, we are willing to consider a request to refund a dropped a seat under any circumstances.

Commitments, Wait Lists and Contingencies – *please note changes*

Please wait to register for a seat until you are ready to commit to it. If you need to finalize your plans for 2009-2010 within your own family or with other organizations before you can fully commit, then please do so before registering with us.

You may register for as many wait list seats as you like. We maintain a very effective wait list process, and have historically filled the vast majority of the wait list requests.

You will not be charged for wait list seats, and you do not pay anything to be on a wait list. You should not pay the family registration fee until you are paying tuition for at least one open seat. However, please do not hold payment for an open seat because you are waiting on other seats to come open—you may lose all your seats if you do not pay on time.

If you do not get accepted into a class due to placement issues or wait list issues, we will offer you an alternative course and a full refund of all applicable tuition and fees. If you want an alternative course, we will use the date/time of your original request to place you into the alternative class. Because of the way we manage this process, there is no benefit to you in holding contingency seats. This only makes it harder for us to seat students and manage wait lists.

We consider a family's registration request to be a well-intentioned commitment to take that class and pay all fees associated with it, and we assume that families do not request a class they believe they are likely to drop later. However, we understand that circumstances change and other opportunities arise, and we want to reasonably accommodate those changes. We provide a ten-day grace period during which a family may without charge drop a course using the "D" link next to the course's name on their family account page. After this grace period, families must notify the administrator at htsadmin@harvesterpca.org in order to drop a course. We will assess a \$1 per day charge for every day (including the initial ten days) an open seat was held in that course before the seat was dropped or changed (unless we initiate the change, such as with a placement change). We do not assess this fee for wait-listed seats held and dropped, or for wait-listed seats offered and refused.

Placement Tests and Essays

Many of our courses require prerequisite classes or a placement exam. Teachers will send placement materials when the student registers. Once the teacher sends you placement materials, please return them to the teacher within ten days of receipt, unless the teacher specifically gives you a different timeline.

We will not evaluate placement materials for anyone who has not registered for the course. Please pay on time, even if you do not have placement results of "Teacher Approval". If you do not get accepted into a class due to placement issues, we will offer you an alternative course and a full refund of all applicable tuition and fees. If you want an alternative course, we will use the date/time of your original request to place you into the alternative class.