

## Registration Process

Our registration process is an honor system that assumes you will not request a seat in a class unless you are ready to commit to it. If you need to finalize your plans for 2010-2011 within your own family or with other organizations before you can fully commit, then please do so before registering with us. When you register for a course, we hold that seat for your student even in advance of your full payment which prevents other students from occupying it. To enable us to be good stewards of the resources, both staff and facilities entrusted to us, we consider your registration request to be a commitment to pay in full for that seat, even if you change your mind later. Please do all needed inquiries regarding course materials, class meeting times, and interaction with the prospective instructor prior to registering for a seat. 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 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](mailto:htsadmin@harvesterpca.org) in order to drop a course. Please include pertinent information regarding the reason for the withdrawal so appropriate determination can be made regarding refunds.

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. Please do not withhold payment though 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 in a timely manner.

## Placement Tests and Essays

Many of our courses for secondary age students 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 or "Teacher Approval". If your student is not accepted into a class due to placement issues, we will offer you an alternative course. If you do not wish to accept an alternative course, we will refund all applicable tuition and fees.