

Registration Instructions

Updated 6/9/22

Please read all instructions carefully before registering.

Directions are explained step by step below.

Please note, and this is SO important: Aside from the registration fee of \$45 paid in advance by new members, you will not pay anything until you have received confirmation from our Registrar regarding your classes and tuition.

[Class Registration Worksheet](#). You may print out this worksheet to aid you in planning classes for your child(ren).

Registration Dates

Registration for **Oversight Committee members** will begin **June 1**

Registration for **Spectrum teachers and staff** will begin **Thursday, June 9**, at 10:00 a.m.

Registration for **all current Spectrum families** will begin **Friday, June 10**, at 10:00 a.m.

Registration for **all new families** will begin **Monday, June 13** at 10:00 a.m.

Registration will **close** at 11:59 p.m. on **Monday, June 13**.

In order to maintain optimal student-teacher ratios and class sizes, Spectrum assigns class size numbers for each of our classes. Once a class is full, additional students who register for the class will be added to a waitlist. Students may be added to the class in order from the waitlist.

Membership Registration/Renewal and Registration Fee

Spectrum charges an annual registration fee (for new and returning families alike) of \$45 per family.

New families must join Spectrum via the website and pay this \$45 fee before they are able to register. This fee is non-refundable. New families, **please do not pay for anything except for the \$45 registration fee until you have received confirmation from our Registrar regarding your classes and tuition.**

Returning families must renew their membership via the website. Returning families are charged the registration fee at the time of registration. Again, this fee is non-refundable.

Please do not pay for anything until you have received confirmation from our Registrar regarding your classes and tuition.

Tuition and Fees for 2022-2023

Each class is priced at a per-unit fee of \$130 per unit.

Therefore, class cost = units per class (listed on the class schedule) x \$130.

For example, for General Science, which is a 2-unit class, the cost for the class would be 2 units x \$130 = \$260 total for the class.

Study hall = \$60 each

Lunch = \$60 each

Once you have registered for classes, our Registrar will contact you to confirm your class schedule and fees. **Please do not pay for anything (except \$45 registration fee for new members) until you hear from our Registrar.** The first payment of 20% of your total cost (tuition and fees) plus class materials fees is due Friday, June 17, 2022. If payment is not received by June 25, 2022, your student(s) will be dropped from classes.

As a courtesy to its families, Spectrum offers a tuition payment plan. Payment is collected via Zelle, available on any mobile banking platform. Unless a family pays the complete tuition up front, tuition payments will be accepted via Zelle to the address **schcbookkeeper@gmail.com** and are due on 6/17/22, 9/1/22, 11/1/22, 1/2/23, and 3/1/23.

Commitment Upon Registration

Payment plans are offered as a courtesy. Full payment must still be made even if you decide to drop a class. Spectrum plans its budget and hires teachers based on enrollment. Also, due to class sizes, dropped registrations may cause another student to miss the opportunity to sign up for a class that was full or have a class dropped that no longer has enough students. Please consider your choices carefully before registering. If you register for a class by mistake, you have 48 hours to notify the registrar to make the change.

To Enroll

If you are not yet a member of Spectrum, please join us clicking on "Join" at the top of our website.

- To register as a member, you must indicate that you agree with and will abide by our Spectrum "Statement of Faith," including our "Statements of Belief on Marriage and Sexuality."
- You must also agree that once you register for classes you will pay the full amount of all registered classes even if your child withdraws from a class or does not attend.
- You will pay the \$45 annual family registration fee online at that time. This charge is non-refundable.

If you are a returning Spectrum family, please renew your membership by clicking on the membership renewal banner at the top of our website once you have logged in.

- To renew as a member, you must indicate that you agree with and will abide by our Spectrum "Statement of Faith," including our "Statements of Belief on Marriage and Sexuality."
- You must also agree that once you register for classes you will pay the full amount of all registered classes even if your child withdraws from a class or does not attend.
- You will pay the \$45 annual family registration fee online at that time. This charge is non-refundable.
- Be sure to update your students' grade levels for next year. You can do this by logging on to our website, then clicking on "Profile" at the top of the website page. Then scroll down to the blue boxes where your children's names appear. At the bottom of each child's box, there is choice that says "Grade Level for Upcoming Year." Choose the correct grade level there. If your student's information is not correct, you may be restricted from registering for certain classes.

Beginning on your appropriate registration date (noted above) . . .

1. Click on "Classes for 2022-2023."
2. Click on any class for which you would like to enroll your child(ren).
3. Click on your child's name. A check will appear in the box if your child is eligible to register for that class (i.e., your child is in the right grade designation, your child is not already registered for a class during that time slot, and the class is not already full).
4. If a class is filled, there may be an opportunity to join a waitlist.
5. You will have an opportunity to confirm your selections before you complete your registration.

Please remember to register your child for all needed lunches and study halls. There is a class limit on study halls, and they do fill up.

If you register for a class by mistake, you have 48 hours to notify our Registrar, Jeneane Tolley, to make the change. You may contact Jeneane at jeneane@spectrumchc.com.

Please note: Spectrum plans its budget and hires teachers based on enrollment and, therefore, expects registered families to **commit to a full year of tuition upon confirmation by the Registrar following registration**. Unless a class is officially canceled by Spectrum, Spectrum will not issue any refunds once a student registers or if a student withdraws from class.

Again, you will not pay anything until you have received confirmation from our Registrar regarding your classes and tuition.

Payment via Zelle

Once your class schedule and payment plan have been approved by our registrar, but not before that, payments will be made via Zelle on the online banking platform of your choice. Zelle does not charge us any fees (as PayPal and Venmo do), and it is super easy to use through your online banking website. You need not download and install a new app. Just look for the Zelle sign where you do online banking and make payment to **schcbookkeeper@gmail.com**. But remember, **please do not make any payments until our registrar has approved your schedule and payment plan.**