

**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 for 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 **May 1** to test out registration process and ensure it is working appropriately.

Registration for **Spectrum teachers and staff** will begin **May 18** at 7:00 a.m.

Registration for **all current Spectrum families** will begin **May 20** at 7:00 a.m.

Registration for **all new families** will begin **June 1** at 7:00 a.m.

Registration will **close** on **June 3**.

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.

Registration Fee

Spectrum charges an annual registration fee (for new and returning families alike) of \$35 per family.

New families must join Spectrum via the website and pay this \$35 fee before they are able to register. This fee is non-refundable.

Returning families are charged this fee at the time of registration. Again, this fee is non-refundable.

New and returning families, please do not pay for anything else until you have received confirmation from our Registrar regarding your classes and tuition.

Tuition and Fees for 2020-2021

Each class is priced at a per unit fee of \$125 per unit.

Therefore, class cost = units per class (listed on the class schedule) x \$125.

For example, for General Science, which is a 2-unit class, the cost for the class would be 2 units x \$125 = \$250 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 \$35 registration fee for new families) until you hear from our Registrar.** The first payment of 20% of your total cost (tuition and fees) plus class materials fees is due June 8, 2020. If payment is not received by June 15, 2020, your student(s) will be dropped from classes.

Spectrum uses an online tuition payment system on this website. Unless a family pays the complete tuition up front, tuition payments will only be accepted via PayPal. These payments should be made on the website by 6/15/20, 9/1/20, 11/1/20, 1/1/21, and 3/1/21.

You do not need a PayPal account. When you pay for your tuition, after clicking the PayPal button, you will see the option to pay by credit/debit card.

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

1. If you are not yet a member of Spectrum, please join us clicking on "Join" at the top of our website. You will pay the \$35 annual family registration fee at that time. This charge is non-refundable.
2. Before you begin registration, 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.
3. Beginning on your appropriate registration date (noted above) . . .
 1. Click on "Members"
 2. Click on "Class Registration" in the drop-down menu.
 3. Click on any class for which you would like to enroll your child(ren).

4. 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).
5. If a class is filled, there may be an opportunity to join a waitlist.
6. You will have an opportunity to confirm your selections before you complete your registration.
4. 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.
5. 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.