Admission Agreement

This Admission Agreement outlines JAMS of Portland, LLC's tuition fee structure, classroom rules, and policies.

Fees at a Glance

Item	Amount
Registration Fee (one-time, per child)	$199
Monthly tuition: Beginner Level	$395
Monthly tuition: Upper Level	$295
Annual tuition: Beginner Level	$3,910.50 (ACH) / $4,106 (credit card)
Annual tuition: Upper Level	$2,920.50 (ACH) / $3,067 (credit card)
Early termination of the annual plan	$100, and the annual discount is lost
Late tuition payment	$45
Returned payment	$25
Late pick-up	$45
Long-term absence (to keep your spot)	$60 per child, per month
Re-enrollment	$120
JAMS Abacus Masters (estimated)	$100

1. CLASSROOM RULES

Parents are expected to remind their child(ren) of the need to:

- Work quietly and not disturb others while working.
- Be polite when communicating with others.
- Respect the space and belongings of the classroom and other students.

2. TUITION AND FEES

2.1 REGISTRATION FEE

An initial, **non-refundable** Registration Fee of **$199.00** per child will be paid upon enrollment. The Registration Fee covers class materials.

2.2 TUITION

Beginner Level students must register for 2 classes per week.

Tuition fees will be charged as follows through the ACH (Automated Clearing House) payment. **Fees for additional exams, competitions, contests, and the shipment of trophies and other awards will be billed separately as needed.

- Monthly Enrollment Fee
  - **$395.00** per month for Beginner Level
  - **$295.00** per month for Upper-Level (includes 4 exam fees - 2 abacus and 2 anzan - and the Abacutor fee for all students; a materials fee for books and booklets for in-person students; and the shipping fee for books and certificates for online students)**

- Annual Enrollment Fee (Early termination incurs a **$100.00** fee, and you will lose the discount.)
  - **$3,910.50** annually for Beginner Level by ACH (**$4,106** by credit card)
  - **$2,920.50** annually for Upper-Level by ACH (**$3,067** by credit card)**

2.3 PAYMENT BY ACH

Monthly tuition will be paid by ACH only. The Annual Enrollment Fee may be paid by ACH or by credit card (see the credit card tuition amounts in 2.2). ACH is a simple, secure, electronic funds transfer directly from your bank account. JAMS requires parents to provide an authorization form alongside a voided check. The tuition fee will be automatically debited from the bank account **on the 15th or the following business day** to pay the upcoming month's tuition.

2.4 ONE-MONTH START

- Families may choose a One-Month Start before their first class.
- One-Month Start families pay the first month's tuition and the Registration Fee at enrollment through the JAMS website (bank account or debit card), by check, or in cash, and JAMS will not set up automatic ACH payments during the first month.
- To continue after the first month, please complete the ACH authorization (see 2.3) and register in the Parent Portal.
- If you do not continue, enrollment ends at the end of the first month, and you will not be charged further.
- The Registration Fee and the first month's tuition are **non-refundable**.

2.5 LATE OR UNPAID TUITION

Please pay in full by the due date to avoid a **$45.00** late fee.
A fee of $25.00 (Returned Check Fee) will be assessed for any payment returned unpaid by the bank.

The fee applies to:

- Checks returned due to insufficient funds (NSF) or closed accounts
- Electronic payment reversals (e.g., ACH) \

2.6 COMPETITION FEES

- *JAMS Abacus Masters competition*
    - Participation is **mandatory** for all students.

Participation in additional competitions and contests may be required. All rates and fees are subject to change with reasonable notice. The estimated fee is **$100.00**. There may be additional competition fees, and you will be given reasonable notice when those will be processed along with tuition.

3. DAILY OPERATION

3.1 PICK UP & DROP OFF

Parents should drop their children off **5 minutes before class** to avoid unnecessary distractions for all students, and arrive to pick them up **5 minutes before class** ends. Please ensure that your child uses the bathroom before class. (Ex. If class starts at 3:30 pm, students must be dropped off by 3:25 pm and picked up at 4:25 pm).

Drop-off:

- Please arrive on time. If you are late for class, please wait outside. Sensei will let you in after 5 minutes when the class has settled.

Pick Up:

- Parents must come inside the building to pick up their children. Please wait quietly in the hallway until your child is dismissed. We do not allow students to leave the building alone unless a waiver is signed, as we do not find it safe.

If you pick up your child late, you are subject to a **$45.00** late pick-up fee.

Waiver:

- JAMS cannot be responsible for your child's safety after class. If you do not wish to come into the building to pick up your child, please complete a waiver relieving JAMS and the building lessor of any liability if your child does not make it safely to your car. The waiver form is available at the front desk. Please sign and return it to JAMS.

3.2 SICK AND VACATION POLICY

JAMS does not refund individual days missed by any child(ren) due to illness or vacation time. To receive a make-up class credit, you must submit the Attendance Form notifying us of your child's absence **by noon on the day missed** (except for Saturday classes, which require notification **by 6:30 pm PST on Friday**).

All absences must include a valid reason, excluding 'Personal' or 'Private'. Once you submit the Attendance Form, you will receive your make-up class credit through the Parent Portal.

Only 1 make-up token per academic month will be provided.

JAMS will make an exception and provide an extra make-up class if your child (or children) has been sick for over a week. However, please provide us with a doctor's note or a School Attendance form.

3.3 CHANGING SCHEDULE

Email info@jamsportland.com or use the Parent Portal to request a schedule change for your child. You can change it **once every 30 days**.

We need 2 full business days to process your request.

3.4 MAKE-UP CLASS

3.4.1 PROCEDURE

A makeup class is given only after an Attendance Form is submitted **by noon** (for Saturday classes, **by 6:30 pm PST on the preceding Friday**) on the day of the missed class.

After a teacher takes attendance, you will receive a makeup token. A makeup token will **expire 25 days after it is issued**. Please sign up for a makeup class before your token expires.

If your child is not registered for the upcoming month (to skip a month or to withdraw), you have until the end of the current academic month to use your makeup token. If you cannot use it, the makeup token is forfeited.

You cannot transfer unused makeup tokens to siblings, and we cannot reissue expired makeup tokens.

3.4.2 MAKE-UP CLASS SCHEDULES

All make-up classes will be held in the same format as scheduled classes (online classes are only for those registered for online classes).

We need 2 full business days to process your request.
For example, if you want a makeup class on Friday (11/13), you must email us a request **by Tuesday (11/10)**.

If you do not provide **2 full business days**' notice, we will automatically deny your request and revoke your makeup token.

3.4.3 MISSED MAKE-UP CLASS

All schedules regarding makeup classes are final. JAMS is unable to rearrange a scheduled make-up class under any circumstances.

3.5 LONG-TERM ABSENCE

JAMS approves long-term absence by request. A written request (email) must be submitted at least 1 month in advance. A **$60.00** per child/month fee will be charged to reserve your child(ren)'s spot for the following month.

3.6 UNEXPECTED CLOSURE

If there is an unexpected closure, JAMS will notify you by email. In inclement weather, harsh weather, or natural/national disasters, JAMS will follow Beaverton School District's closure decisions.

If there are significant building problems, such as power outages and flooding, JAMS will notify you by email.

Beaverton School District will decide whether to cancel classes due to weather, and JAMS will provide a makeup class (following makeup class procedures).

3.7 WITHDRAWAL FROM SCHOOL

- Parents are required to email JAMS a notice of withdrawal from JAMS.
- If a termination request is submitted **before the 10th of the month**, termination will take effect within the same academic month.
- Requests submitted **after the 10th** will take effect in the following academic month.
- In those cases, we will process tuition for the following academic month on the 15th.
- Please see the Withdrawal Timeline below.

Failure to give this notice on time will result in liability for an entire month's tuition, whether your child(ren) attend or not. A re-enrollment fee of **$120.00** is due upon the first class after the student's return.

4. INAPPROPRIATE OR UNSAFE BEHAVIOR

I understand that I may be contacted should my child display violent, unsafe, or continually inappropriate behavior. This is at the discretion of JAMS teachers, and I agree to pick up my child promptly upon such notification.

5. PHOTOGRAPHS, VIDEOS, AND AUDIO TAPES

JAMS may use photos/videos of your child(ren) in school promotions, advertising, or JAMS' website and social media pages. Parents are not allowed to take photographs, videotape, or audio record JAMS classes without permission from JAMS. Please let JAMS know if you would like JAMS not to take any photos/videos of your child(ren) by email.

Withdrawal Timeline

Request Date to Withdraw	Enrollment End Date
January 11 - February 10	End of the February academic month
February 11 - March 10	End of the March academic month
March 11 - April 10	End of the April academic month
April 11 - May 10	End of the May academic month
May 11 - June 10	End of the June academic month
June 11 - July 10	End of the July academic month
July 11 - August 10	End of the August academic month
August 11 - September 10	End of the September academic month
September 11 - October 10	End of the October academic month
October 11 - November 10	End of the November academic month
November 11 - December 10	End of the December academic month
December 11 - January 10	End of the January academic month