



Admission Agreement

This Admission Agreement document serves as a helpful outline of JAMS of Portland, LLC's tuition fee structure, classroom rules, and policies.

1. CLASSROOM RULES

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

- Work quietly and do 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 will be paid upon enrollment. The Registration Fee covers the cost of materials for the class.

2.2 TUITION

Students must register for 2 classes per week.

Tuition fees will be charged as follows through the ACH (Automated Clearing House) payment:

- \$375 per month for Beginner Level
- \$250 per month for Upper-Level**
- \$3,712.50 annually for Beginner Level
- \$2,475 annually for Upper-Level**

**Upper-level tuition covers Abacutor Subscriptions and all Exam Fees (up to 6 exams per year: subject to teacher approval) required by the League of Soroban.

2.4 PAYMENT BY ACH

Tuition will be made by an ACH payment. ACH is a simple, secure, electronic funds transfer directly from your bank account. JAMS requires parents to provide an authorization form alongside a void 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.

2.5 LATE OR UNPAID TUITION

Please make the necessary payments in full when due to avoid a late fee of \$45. If a payment is delayed more than one week from the due date, your child(ren) will be withdrawn. JAMS cannot guarantee a child's spot will be held when a child is withdrawn due to non-payment of tuition. A re-registration fee of \$120 will be required if your child is withdrawn.

Late fees are subject to change with reasonable notice.

2.6 COMPETITION FEES

- *Abacus Masters competition* and *USA Correspondence contest*
 - Participation is **mandatory** for all Upper-Level students.
- *The NWR Calculation Contest*
 - Participation is **mandatory** for all Upper-Level students.

All rates are subject to change with reasonable notice.

The estimated fee is \$50, There may be additional competition fees, and you will be given reasonable notice when those will be added to your invoice.

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 make sure to take your child to the bathroom before class. (Ex. If class starts at 3:30 p.m., students must be dropped off by 3:25 p.m. and picked up at 4:25 p.m.)

Drop Off: Please be 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: All Beginner parents are required to come inside the building to pick up their children. Please wait quietly in the hallway until your child is dismissed. We do not allow Beginner level students to leave the building alone as we do not find it safe. Upper-level students are allowed to leave by themselves. Bridge students cannot leave their Beginner class alone without signing a waiver.

If you are late to pick up your child, you are subject to a \$45 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, you are asked to complete a waiver relieving JAMS and the building leaser of any liability should your child 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) because of illnesses or vacation time. To be eligible 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 being missed (EXCEPTION: Saturday classes, notify by 6:30 pm PST on Friday). Once you submit the Attendance Form, you will receive your make-up class credit through the Parent Portal.

Only 1 make-up class credit per academic month will be provided. It does not roll over.

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

3.3 MAKE-UP CLASS

3.3.1 PROCEDURE

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

You will have 4 weeks to use the make-up class credit.

If your child misses a class after the 15th of the month and you are not registered for the upcoming month, you have until the end of the month to use your make-up class credit. If you cannot use it, the make-up class credit is forfeited.

If you are registered for the upcoming term, and your child misses a day after the 15th, you have 4 weeks after the day of absence to use your make-up class credit. After 4 weeks, the make-up class is forfeited.

3.3.2 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 (12/1), you must send us a request by Tuesday (11/28).

If you do not provide us with 2 business days, your request will be automatically denied, and a make-up token will be revoked.

3.3.3 MISSED MAKE-UP CLASS

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

3.4 LONG-TERM ABSENCE

JAMS approves long-term absence by request. A written request must be submitted at least 1 month before. A \$60 per child/month fee will be charged to reserve your child(ren)'s spot for the following month.

3.5 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 the Beaverton School District regarding closures.

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

The decision to cancel classes is determined by Beaverton School District's closures due to weather or by JAMS, and a make-up class will be provided (following make-up class procedures).

3.6 WITHDRAWAL FROM SCHOOL

Parents are required to email JAMS a notice of withdrawal from JAMS by the 1st of the month. Failure to give this notice on time will result in being held liable for an entire month's tuition, whether your child(ren) will be in attendance or not. A re-enrollment fee of \$120 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 violence, unsafe, or continually inappropriate behavior. This is up to the discretion of the 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).