



Admission Agreement

THIS Admission AGREEMENT made on this _____ Day of _____ BY and BETWEEN:

1. JAMS of Portland, LLC, whose registered Address is 15160 NW Laidlaw Rd. #215, Portland, OR 97229, AND

2. _____, the parent of _____
(Child(ren)).

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 will be paid upon enrollment. The Registration Fee covers the cost of materials for class.

2.2 TUITION

Students must register for 2 classes per week.

Tuition fees will be charged as follows:

Payment by ACH

- \$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 11 exams per year: subject to teacher approval) required by the League of Soroban.

2.4 PAYMENT BY ACH (Automated Clearing House) payment

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 is automatically debited from the bank account on the 15th of the month or the following business day for payment of the upcoming month's tuition.

2.5 LATE OR UNPAID TUITION

Failure to make the necessary payments in full when due will result in a late fee of \$45. If a payment is delayed for more than one week from the due date, your child(ren) will be asked to withdraw. JAMS cannot guarantee a child's spot will be held when a child is withdrawn due to non-payment of tuition.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.

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 JAMS students.
- *The NWR Calculation Contest*
 - Participation is **mandatory** for all Upper-Level students only.

All rates are subject to change with reasonable notice.

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

3. DAILY OPERATION

3.1 PICKUP & DROPOFF

To avoid unnecessary distractions for all students, parents should drop their children off 5 minutes before class and arrive to pick them up 5 minutes before class ends. (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.)

Dropoff: 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.

Pickup: 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. Please be somewhere easily seen (ideally upstairs) at the end of class as we only let children leave once we see a parent/guardian. We do not allow children to leave the building alone as we do not find it safe. Upper level students are allowed to leave by themselves. Bridge students are not allowed to leave their Beginner class alone unless you have signed a waiver.

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. If your child is in Bridge (i.e., taking one Intermediate and one Beginner class), you are still required to come upstairs to pick them up during their Beginner class unless you have signed the waiver to let them leave by themselves.

3.2 SICK AND VACATION POLICY

JAMS does not provide refunds for individual days missed by any student 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. Once you submit the Attendance Form, you receive your make-up class credit through the Parent Portal.

3.3 LONG-TERM ABSENCE

If your child(ren) will miss more than 2 weeks of class due to vacation, an email is required to be sent one month in advance. As soon as your email is received, JAMS will then prorate the monthly tuition. If the absence exceeds two (2) months, a re-enrollment fee of \$120 is due upon the first class after the student's return, if there are openings.

*This policy does not apply to summer classes (July-August).

3.4 MAKE-UP CLASS

3.1 PROCEDURE

A make-up class is given only after an Attendance Form is submitted by noon 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 till the end of the current month to use your

make-up class credit. If you are not able to use it, the make-up class credit is then 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 have passed, the make-up class is forfeited.

3.2 MAKE-UP CLASS SCHEDULES

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

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.

3.5 SUMMER CLASS ABSENCE POLICY

During summer classes (July and August), JAMS approves long-term absence by request. A written request must be submitted at least 2 weeks before July 1st. A fee of \$60 per child/month will be paid by June 15th for the purpose of reserving your child(ren)'s spot in September.

3.6 UNEXPECTED CLOSURE

In the event of an unexpected closure, JAMS will notify you by email. In inclement weather, harsh weather, or natural/national disaster, JAMS will follow the Beaverton School District regarding closures.

If there are major 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).

3.7 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 a full month's tuition, whether your child will be in attendance or not.

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 complete the section below if you do not want your child's photos taken.

I, _____, **do not** want photos of my child(ren)
_____ taken for school promotions, advertising, or the school's
website and social media pages.

Applicant Signature

Date

Applicant Name (Print)