

REGISTRATION FEE & DEPOSIT EXPLAINED

How does ME's \$40 registration fee work?

The \$40 registration fee, which is listed on the top of side 2 of our *Fee Schedule*, is a one-time per family fee and stays in effect even when students return for additional classes years after they first enrolled with us. Our *School Policies* explain the registration fee as follows:

New students must pay a \$40.00 one-time, non-refundable registration fee for establishing accounts and scheduling classes. This fee will be included on each student's first invoice. Families pay this registration fee only once, regardless of the number of family members attending classes at ME. This applies only to immediate family members (i.e., parents, children and siblings). It remains in effect even when students stop attending classes at ME and later re-enroll.

Should we include the \$40 registration fee with the deposit?

This \$40 charge will be included on a student's first invoice and does not need to be paid up front. We prefer that students not include this \$40 with the \$200 deposit, as the deposit will be held in a separate account.

Why does Mercer Education require a deposit?

The reasons ME requires a student deposit are threefold as follows:

1) When Mercer Education first opened for business and had no deposit requirement, occasionally a family would sign up for classes but then fail to attend the first scheduled class and explain that they had "changed their minds" about enrolling. This was a substantial inconvenience because of the time we had wasted arranging the class, the money we would have to pay to the teacher who had shown up for the class, and the lost opportunity to schedule another student because we thought a specific time slot had already been scheduled. ME instituted the deposit requirement to weed out people who are undecided about enrolling.

2) Another concern for Mercer Education is families failing to pay tuition on time. Most students at ME are serious about education and opt for a long-term approach. If they are happy with their instructors – and most of our students are – they typically will come for classes weekly for an extended period, often more than six months or a year. We send out invoices two weeks prior to each session and remind people that the full tuition payment is due by the first day of the two-month session. Nevertheless, there are generally some tuition payments that don't make it to us on time. By having a \$200 deposit on file, we do not have to stand in the doorway and refuse entry to some student whose parents' payment may have been lost in the mail or forgotten in the bottom of a book bag. As long as we have a deposit on file, there is a grace period for the rare

occasion when a check is lost which avoids embarrassing a student or interrupting an ongoing weekly class.

3) Finally, by having a deposit on file, we know that we don't need to worry about late payment or non-payment for books and other miscellaneous charges that may come up periodically.

Essentially, the deposit is a convenience which enables Mercer Education to get a class started quickly and not worry about numerous scenarios of what could go wrong. The deposit simply sits in a bank account and is refunded to you at the conclusion of your scheduled classes.

How does Mercer Education handle deposits?

Your initial payment of \$200 is a *deposit*, like a security deposit to a landlord, not a payment for classes, and it will not appear as a regular tuition transaction. Once we have confirmed a class schedule with you, we will provide you with an invoice for the classes/session for which you have enrolled, and there may be a separate invoice for books. If we provide two invoices, we will also generate a statement showing your total balance due. You won't see the deposit listed on either the statement or the invoices because the deposit is not a payment or prepayment, so it doesn't get drawn down or documented as a regular transaction; it is deposited into a different account, and you will get a check from us refunding that \$200 deposit after your last scheduled class at Mercer Education. We are happy to provide a receipt for that deposit if you would like.

When do we get our deposit back?

Our policies, a copy of which we provide to all new enrollees and to all ME students upon request, explain the following:

If a student has fully performed all of his or her obligations according to MERCER EDUCATION'S *School Policies*, his or her initial deposit of \$200 (or other deposit required by ME) or its then remaining balance will be refunded to that student within thirty (30) business days after his or her last scheduled class at ME, or as soon as a final reconciliation of the student's account is completed. Any amounts owing will be deducted from deposit, and the balance, if any, will be refunded to the student.

Is there any way we can avoid paying a deposit?

If a family is confident that they are simply enrolling on a short-term basis for a fixed number of classes and does not want any seniority in terms of reserving that time slot and/or instructor for additional classes going forward beyond the last scheduled class, we can calculate the exact charge of the classes, and, in some cases, books, and we can forgo the deposit requirement. If that applies to you, please understand that Mercer Education will require the full, calculated payment *in cash in advance* before any books can be distributed or any classes can be conducted, and that may slow down the enrollment process.