



PIONEERS Co-Op

637 W. Ganson Street, Box B, Jackson MI 49201
 Voicemail: (517) 888-4328 Email: OfficeAdmin@pioneershess.org
 Website://pioneershess.org

PIONEERS TUITION INFO

- PIONEERS Tuition is due on or before the first of each month. Monthly statements are texted or emailed via the Accounting Office (Please advise the Accounting Office if you do NOT wish to have your invoice texted)
- Tuition may be paid via Venmo or check/money order made payable to **PIONEERS Co-op**. For security and record purposes, **CASH** payments **are not an acceptable method of payment**.
- **Payments may be remitted** in the following manner:
 - Paid via Venmo cash app
 - Payments can be given directly to the Accounting Office (behind the kitchen/teacher work room).
 - Placed in the tuition box (**BLACK**) located by the Family Files at the Door Monitor Station. Please place your payment in a clearly marked envelope complete with your student(s) name, so that monies can be appropriately credited.
 - Mailed to PIONEERS at 637 W. Ganson Street, Box B, Jackson, MI 49201.
- Please do **NOT** remit payment to other Steering members or their offices.
- You may set up a payment to PIONEERS through your bank's on-line bill payment system. Please note that if you choose to pay through your bank's on-line bill payment system, this is completely separate from PIONEERS and any questions that you have should be directed to your individual bank or financial institution.

ADD/DROP FEES

We understand that, on occasion, a class may not be the best fit for a student and schedule adjustments may become necessary. **Please keep in mind that any changes to a student's schedule MUST be approved by the PIONEERS Director.**

Add/Drop Processing Fees and tuition responsibilities will apply according to the time schedule outlined below. PIONEERS tutors are contracted and compensated based on student enrollment. Tutor pay is established using the official **First Semester Headcount** (the last Wednesday in September) and remains in effect through the end of the semester. Tutor compensation is reviewed again at the close of first semester (mid-end January) and adjusted accordingly based on the **Second Semester Headcount**.

Once enrollment has been finalized and tutors have been contracted, withdrawing from a class creates a financial obligation for the co-op as staffing commitments have already been made. Because of this, tuition for dropped classes can no longer be refunded after each semester's official headcount date.

Effective (Date):

- Tuition for classes dropped **on or before** each semester's official headcount date will be adjusted according to the Add/Drop Fee Schedule below.
- Tuition for classes dropped **after** each semester's official headcount is **non-refundable**, and families will remain financially responsible for the tuition for that class through the end of the semester. However, if a class is added to replace the dropped class, no additional tuition will be charged. *Study Hall does not count as a class.
- Exceptions may be considered only in extraordinary circumstances at the discretion of the PIONEERS Director and/or Board.

We appreciate your understanding as this policy helps PIONEERS honor their financial commitments to our tutors while maintaining the stability and quality of our academic program.

DATE	FEES	Tuition Responsibility
June 1 st – August 15 th	\$15.00	100% of billed tuition refundable
August 16 th – September 30 th	\$25.00	Responsible for 100% of tuition billed
October 1 st -January 15 th	\$25.00	Responsible for remainder of 1 st Semester tuition
January 16 th – January 31 st	\$25.00	Responsible for billed February tuition
February 1 st – Year End	\$25.00	Responsible for 100% of tuition due 2 nd Semester
*New 2 nd Sem. classes (after week #2)	\$15.00	Responsible for 1 st month of class tuition.
(after week #3)	\$25.00	Responsible for 100% of tuition for the remainder of the year.