



Enrollment & Payment Policy

Enrollment

Enrollment at The Learning Canvas (TLC) reserves a space for your student in the selected program. Classroom staffing, student-to-facilitator ratios, curriculum purchases, and operational planning are based on student enrollment.

Enrollment automatically renews on a month-to-month basis unless written notice of withdrawal is received in accordance with the Withdrawal Policy below.

Payment schedules may vary for families utilizing charter school funds based on the requirements of their individual charter school and applicable vendor agreements.

Payment Policy

Tuition is due one week before the beginning of each month of attendance.

Private Pay Families: Tuition must be received no later than one week before the upcoming month of attendance.

Charter Families: Required certificates, purchase orders, or other funding authorizations must be submitted before the first day of the month of attendance.

Families utilizing charter school funds are responsible for complying with the funding timelines, purchasing requirements, and reimbursement policies established by their individual charter school.

Failure to submit payment or required charter documentation by the applicable deadline may delay a student's attendance until payment or funding has been confirmed.

Withdrawal & Refund Policy

Withdrawal Policy

Families may withdraw from TLC by submitting written notice via email to the Center Manager.



A student's absence from class does not constitute withdrawal. Tuition obligations continue until written notice of withdrawal is received via email by the Center Manager.

To discontinue enrollment for the current month and be eligible for a prorated refund, written notice must be received no later than the second instructional day of the month.

Once a student is withdrawn from the program, their enrollment space is released and may be offered to another student. TLC cannot guarantee that a space will remain available should the family later wish to re-enroll.

Refund Policy

If written notice of withdrawal is received on or before the second instructional day of the month, tuition will be prorated based on the student's last day of attendance.

After the second instructional day of the month, tuition for that month is considered earned due to staffing commitments, classroom planning, curriculum purchases, and operational expenses already incurred. Refunds generally will not be issued after this date except as detailed below.

Requests for refunds after the second instructional day may be submitted in writing and will be reviewed on a case-by-case basis for extraordinary circumstances, such as:

- Family relocation
- Serious medical circumstances
- Other situations approved by TLC administration

While exceptions cannot be guaranteed, TLC is committed to reviewing individual circumstances thoughtfully and fairly.

A non-refundable material and supply fee of \$150 is charged at your first enrollment each semester.

Families using charter school funds are responsible for complying with their charter school's funding timelines, purchasing requirements, and reimbursement policies.

*Questions regarding enrollment, payments, withdrawals, or refunds should be directed to the TLC Center Manager prior to submitting a withdrawal request. We are happy to work with families to answer questions and discuss available options whenever possible.