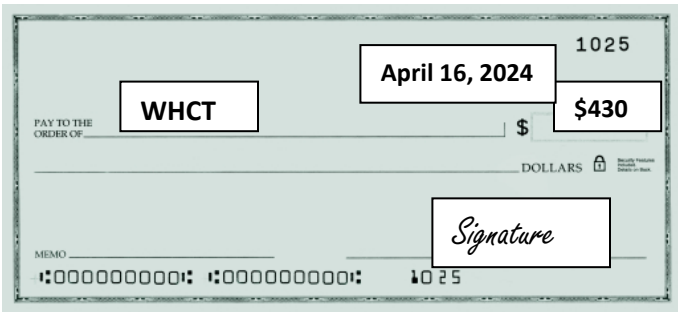


WHCT Cash / Check Writing Instructions

1. The Student Registration Fee is paid at the time of Course Selection and is Non-Refundable. This fee should be paid through our website store. Select the appropriate button for registration amount.
2. Secondly, the total amount of your registration fees owed to WHCT will be invoiced and emailed to you. (Class operation fees + lab fees + graduation fees) If you have more than one student registered it will be the grand total of your students combined.
This amount is due on Payment Day, April 16th, 2024.



Example

Jones family has one returning student registration fee (\$210) paid online.

4 class fees (\$85 each) + 3 lab fees (various)

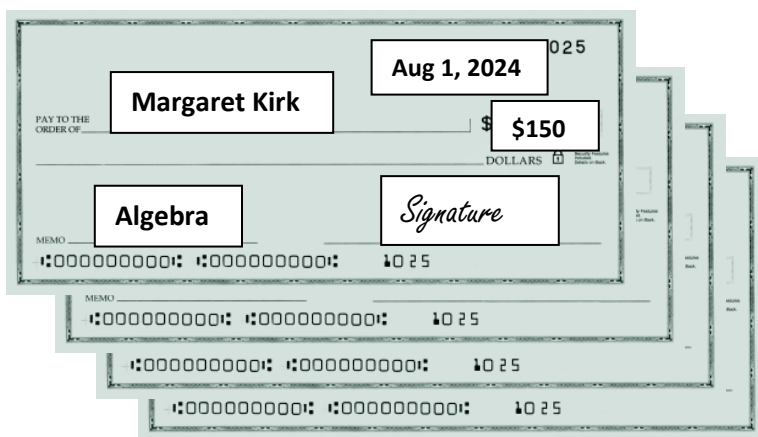
And the total amount due is: \$430

3. The next set of checks should be endorsed to the **Tutor's name** (see list) for the class tuition. Each course is divided into 4 EQUAL payments.
Two Hour / Two Day-a-week class = \$600 annual tuition = 4 checks @ \$150 each
One Hour / One Day-a-week class = \$400 annual tuition = 4 checks @ \$100 each
1.5 Hour/ High School Theater class = \$500 annual tuition = 4 checks @ \$125 each

- Post-date checks for the following four dates:

Aug 1, 2024 / Oct 1, 2024 / Jan 1, 2025 / March 1, 2025

DON'T FORGET TO CHANGE THE YEAR [2025] on Jan & March



Example

Student Mary Jones is registered for:

Algebra 1 - Margaret Kirk

(\$600 tuition / 4 checks @ \$150 each)

Biology - Niki Thiessen

(\$400 tuition / 4 checks @ \$100 each)

Spanish 1 - Diana d'Artenay

(\$600 tuition / 4 checks @ \$150 each)

English 1 - Kellie Adelgren

(\$400 tuition / 4 checks @ \$100 each)

4. Repeat the above process for the next class.

If you have two or more students taking classes from the same tutor **the amounts can be combined** into one check per quarter. Or if you have the same student taking two or more classes from the same tutor you may also combine payment into one check per quarter.

5. **Please write the class names in the Memo line.**
6. **If paying by cash**, the above steps still need to be followed but rather than endorsing a check you will need to separate the cash into appropriate envelopes and write the following on each one:
Tutor's Name / Class Name / Amount / Month of Payment (Aug /Oct/ Jan/ March) / Student's Name

Margaret Kirk / Algebra 1A
\$150 / Aug
Mary Smith

List of frequently asked questions

- Can I write one check per tutor for the total amount for the whole year?
We strongly discourage this. Tuition payments are distributed each quarter to hold tutors accountable. If the tutor changes mid-year, we would need to collect new checks/ payments to the new tutor. IF you pay ahead you will be out the money lost.
- Can I combine payments for two of my students who have the same tutor?
YES! Save yourself some checks and trouble and combine payments when you can. Please remember to write in the memo line which courses/ students the payments are for.
- What if I run out of checks?
*Order some more ASAP. Checks MUST be submitted to keep your student on the class roster at the very latest by May 11th.
You can also pay by cash if needed. Cash Payments must be in the proper denomination and put in an envelope.*
- What if I change banks after these checks are written?
It is the family's responsibility to notify the director and the registrar of any banking changes. We expect you to supply us with replacement tuition checks and we will swap them out for the old ones. You have signed a contract stating that you promise to pay the tuition for the entire year.
- I don't like writing checks is there an electronic option?
At this time, we do not have an electronic option for tuition payments. All payments for registration and tuition will be collected by cash or check for the 24-25 school year.
- How do I write the check amounts for a one semester class?
Write two checks for a one semester class. Aug / Oct @ \$100 each for a FALL semester class OR Jan / March @ \$100 each for a SPRING Semester class.

List of Tutors and individual check amounts by Courses 2024-2025

ACT Prep Aug/Oct OR Jan/ March	\$100	Faith Aikens		Geometry	\$150	Faith Aikens
Algebra 1	\$150	Margaret Kirk		Government Aug /Oct	\$100	Kristi Lockwood
Algebra 2	\$150	Margaret Kirk		Health (Aug / Oct)	\$100	Kim Powell
All About Shakespeare	\$100	Krouse		HS Bible Jan / March	\$100	
Anatomy & Physiology	\$100	Niki Thiessen		HS Technology	\$100	Monika Lambert
American Sign Language	\$100	Cole		HS Theater	\$150	Jennifer Shand
Apologetics (Aug / Oct)	\$100	Devon Cunningham		Kickboxing	\$400	Rick Sexton
Archery A & B [C or D paid by semester]	\$100 Aug /Oct or Jan/ Mar	Danny Willoughby		Lab Tech	\$100	Kelly Barrett
Art	\$100	Kris Salva		Latin	\$100	Jordan Bates
Basic Comp	\$100	Robert Lawrence		Music Appreciation	\$100	Dana Simmons
Biology	\$100	Niki Thiessen		MS Art History	\$100	Carol Sartain
Chemistry	\$150	Kelly Barrett		MS Modern American History	\$100	Misti Watson
Cooking A & B [C or D paid by semester]	\$100 Aug /Oct or Jan/ Mar	Kristi Westbrooks		MS Anatomy	\$100	Dana Simmons
Digital Drawing	\$100	Kris Salva		MS Ancient History	\$100	Kristin von dem Bussche
Economics Jan / March	\$100	Amy Thurman		MS Bible	\$100	Kristin von dem Bussche
English I	\$100	Kellie Adelgren		MS Chem / Phys Science	\$100	Carol Sartain
English II	\$100	Kate Etue		MS Math	\$150	Amy Thurman
English III / IV	\$100	Kristi Lockwood		MS PE	\$100	Kim Powell
English 6	\$100	Kate Etue		MS Technology	\$100	Monika Lambert
English 7	\$100	Kate Etue		MS Theater	\$100	Misti Watson
English 8	\$100	Kellie Adelgren		MS TN History	\$100	Kristin von dem Bussche
French 2	\$150	Thomas		Personal Finance	\$100 Jan / March	Tammy Wilczek
General Science	\$100	Carol Sartain		Photography	\$100	Tammy Wilczek

Physical Science	\$100	Bonnie Kookogey
Physics	\$150	Susan Winn
Pre-Calculus	\$150	Tom Carson
Pre-Algebra	\$150	Niki Thiessen
Research & Arg Writing	\$100	Robert Lawrence
Robotics	\$100	Monika Lambert
Science Fiction	\$100	Robert Lawrence
Self Defense (paid by semester)	\$100 Aug /Oct or Jan/ Mar	Rick Sexton
Spanish 1	\$150	Diana d'Artenay
Spanish 2	\$150	Diana d'Artenay
Speech	\$100 Jan / March	Dana Simmons
US History	\$100	Kristi Lockwood
World Geography	\$100	Jordan Bates
World History	\$100	Jordan Bates
Worldview	\$100 Jan / March	Kristi Lockwood
Yearbook	\$100 Jan /March	Jennifer Shand
<u>Social Hall</u> Total # of SH periods / divided in half to provide one check per monitor	\$60 Per Study Hall Per Student Per Year	Please Wait: We will send out names and collect study hall checks at a later time
Do NOT write Study Hall Monitor Checks at this time		