



# Charter Schools Policy Individualized Educational Services

Dear Charter School Family,

We are excited that we will be able to work with you and your family for academic success! We am proud to be a returning Vendor for Inspire Charter Schools' family of charter schools (ICS) for four academic years! The schools in our area are now Heartland Charter School and Blue Ridge Academy Charter School. You can rest assured that we have had background checks and are financially covered to meet ICS's Standards.

ICS allots enrichment funds twice a year which families can allocate for goods and services; if you opt out of the online subscription package, you'll get additional funding in February, too. You'll need to go to [www.icsinspirationstation.com](http://www.icsinspirationstation.com) to request an Enrichment Certificate (EC). You can search for my name, Jonathan Gush. It shows that I am in Goleta, CA, as my office is there.

Individualized Educational Services is looking to streamline the billing process with ICS for the 2019 - 2020 academic year. To keep our prices as low and accessible to as many families as possible, we are asking that you submit quarterly ECs. Our quarters start on: **September 3, 2019, November 4, 2019, January 27, 2020, and March 30, 2020**. We project our summer session to be July 6 through August 14, 2020.

If any discounts or cancelations are enacted, the difference will be applied to your future balance. At the end of the academic year (in June), if your family has a positive balance in the ledger, you may use it for future services or have it returned to your family. If this balance was paid by ICS, it will be returned to ICS.

Should you family be using more services then are paid for by ICS, you may pay the balance by cash, check, Zelle (payments@ies-tutor.com), Venmo (@Pay\_IES), Paypal (payments@ies-tutor.com), or have an invoice sent to you. If you're not able to cover the balance, we will be happy to arrange a payment plan of monthly payments during the academic year, due the first Friday of the month classes are held.

You may cancel an EC before services are delivered by letting both ICS and Individualized Educational Services know at least two days before the first time we work together in writing. Should the EC have been submitted for reimbursement, Individualized Educational Services will remit payment within 120 days to ICS. Should you feel a class is not good fit, please cancel within the first two weeks of the quarter; the remaining will be refunded within 120 days of written notice; class cancelations will not be honored past the two week mark. Should you wish to cancel an EC after tutoring services have begun, monies will be returned to ICS within 120 days of a written request, less two weeks of scheduled services with or without delivery of services, except for an EC used to pay for an assessment, in which all monies will be used to write a report with available information and delivered as appropriate.

We understand the policy for Inspire Charter Schools and Enrichment Certificates. A separate release of information will also be signed to allow billing to ICS.

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Parent / Guardian

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Date

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Student / Parent / Guardian

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Date

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IES

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Date