**THE ACHIEVEMENT CENTER TUITION POLICY**

**The Achievement Center** is a program maintained by The Arc of Somerset County in partnership with Raritan Valley Community College (The College) and The Arc of Hunterdon County.

As such, registered students may take courses offered by The Achievement Center, those offered by The College or both.

**Cost:**

Classes offered by The Achievement Center are $1,050 per class, per semester, either through face-to-face instruction or remote distance learning.

Support options such as College Management are $1,050 per semester for times arranged by student and instructor – through face-to-face instruction or remote distance learning.

Mid-semester offerings for The Achievement Center, which includes College Management and Summer Semester courses (6 weeks) are $525 per class. Additional offerings such as social groups, summer experiences and others are priced according to service and will have a published cost at the time of announcement.

**Payment and Payment Support:**

At this time, the following Achievement Center courses are eligible for payment through NJ State Supports Program budgets under the service definition of Goods and Services:

* PAGE ONE: Thinking About Reading
* WRITING OUT LOUD
* COLLEGE SKILLS and STRATEGIES I and II
* CAREER DEVELOPMENT I and II
* EXPANDING COMMUNICATION
* STAGE FRIGHT: introduction to Public Speaking
* INDIVIDUAL COMMUNICATION
* MATHEMATICS and EVERYDAY LIFE
* RESEARCH and THE WRITING PROCESS
* CREATIVE WRITER in YOU I and II
* INDEPENDENT LIFE
* COMPUTER ESSENTIALS

It is the responsibility of the student/family to arrange for authorization and payment with their Support Coordinator. All eligibility requirements and regulations for budgets apply as per The State of New Jersey.

The Achievement Center is not responsible for communicating with third party funding sources.

Invoicing for The Achievement Center, its courses, special offerings and other support options is completed through The Arc of Somerset County. This is a separate process from any billing or fees required of the college.

All student balances and/or authorizations must be received two weeks prior to the beginning of classes. If authorizations are not received by this time, students/families will be responsible for payment. No student may begin their session if payment is not received in full. If an authorization is received after this date, payment will be refunded.

If payment is not received by this date, student attendance may be impacted.

The Arc of Somerset County maintains as it is able, philanthropy for the purpose of tuition assistance. Requests for assistance with tuition are to be made in writing to the Associate Executive Director, The Arc of Somerset County, along with income verification, such as most recent 1040 tax documents. Decisions for tuition assistance are based on household income, available funding and the amount of requests. Tuition assistance is not guaranteed each semester once received.

**Cancellation / Refund**

A full refund will be issued for any cancellation 14 days prior to the beginning of the semester/start date of additional service offering. Any cancellations less than 14 days prior to the beginning of a session will not be refunded and any payment received will not be applied as credit to future sessions. Cancellation requests must be made in writing via email to the Curriculum Coordinator. Refunds cannot be held as credit for a later session.

Students who cancel for documented medical reasons will be issued refunds prorated based on attendance. Documentation of medical need may be submitted to the Curriculum Coordinator. Students who withdrawal based on cancellation of transportation or other party funding support will be issued refunds prorated based on attendance. Documentation of third party cancellation is required.

Students/families are responsible for any unpaid portions of any invoice statements and cannot attend future programs until balance is paid.

Any questions concerning invoicing, payment and balances must be directed to The Arc of Somerset County, Financial Services Department at 908-725-8544 ext. 651.

Student/Family Acknowledgment: Date:

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Receipt by The Arc of Somerset County: Date:

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