

BLACKBURN STUDY CENTER

Family Handbook



Blackburn Study Center Family Handbook

Table of Contents

| | |
|--------------------------------------------------|-------|
| Blackburn's Vision and Mission | 1 |
| Educational Philosophy | 2 |
| Statement of Faith | 3 |
| Statement of Non-Discrimination Policy | 4 |
| Communication Policy | 5 |
| Parental Involvement | 6 |
| Parent of the Day (POD) Responsibilities | 7 |
| Student Rules of Conduct | 8 |
| Discipline Policy | 9-10 |
| Dress Code | 11 |
| Attendance Policy | 12 |
| Class Preparation and Grading Policies | 13 |
| Advancement Policy and Class Materials | 14 |
| Home Assignments | 15 |
| <i>A La Carte</i> Classes and Admissions Process | 16 |
| 2009-2010 Calendar and Snow Cancellation Policy | 17 |
| Tuition and Fees | 18-19 |

A CLASSICAL AND CHRISTIAN HOME SCHOOL STUDY CENTER

Vision

Our goal is to glorify God by equipping students with the tools necessary for a lifetime of learning and encouraging them to live and think within a Christian worldview grounded in the Old and New Testament Scriptures.

Mission Statement

Our mission is to support and enhance the efforts of home schooling families by providing classical and Christian tutorial services emphasizing the methodology of the trivium, the educational foundation of our Western culture.

Christ-Centered

In all its levels and teaching, Blackburn Study Center seeks to:

1. Teach all subjects as parts of an integrated whole with the Scriptures at the center, helping students to love God with all their minds and hearts.
2. Provide a clear example of biblical Christian life through our staff and Board members.
3. Encourage every child to begin and develop his relationship with God the Father through Jesus Christ.

Classical

In all its levels and teaching, Blackburn Study Center seeks to:

1. Emphasize grammar, dialectic, and rhetoric in all subjects. (See definitions below.)

Grammar: The fundamental facts and rules of each subject, and basic data that exhibit those rules.

Dialectic: The ordered relationship of particulars in each subject

Rhetoric: The coherent, articulate expression of truths learned in the grammar and dialectic stages.

2. Encourage every student to develop a love for learning and live up to his academic potential.
3. Provide an orderly atmosphere conducive to the attainment of the above goals.

EDUCATIONAL PHILOSOPHY

1. God enjoins parents, not the Church or State to “bring children up in the training and admonition of the Lord.” (Ephesians 6:4.) Therefore, we seek to honor and assist, not usurp, the role of parents in teaching their children.
2. We believe that God’s character is revealed in His Word and in every facet of creation. Therefore, we teach that all knowledge is interrelated and instructs us about God Himself.
3. God commands us to love Him with our minds as well as with our hearts. (Matthew 22:37.) Therefore, we seek to individually challenge children at all levels and teach them how to learn, through the centuries old classical method.
4. We want to help parents teach their children that all they do should be done “heartily, as unto the Lord.” (Colossians 3:23). Therefore, we seek to encourage quality academic work and maintain high standards of conduct.
5. Above all, our highest goal is to provide a rigorous educational environment that challenges our students to live and think from a Christian worldview.

STATEMENT OF FAITH

The following statements are the basic elements of Christianity that will be taught, and which the policies and practices of Blackburn Study Center shall reflect, at all grade levels.

1. We believe the Bible is the Word of God, inspired by the Holy Spirit, inerrant in the original writings, infallible and the final authority in faith and life.
2. We believe that there is one living and true God, eternally existent in three persons: Father, Son and Holy Spirit. We believe the God we serve is the creator and sustainer of all things, and the source of all truth. He is holy, righteous, good, loving and full of mercy.
3. We believe that God upholds, disposes and governs all creatures, actions and things, and that God, in His ordinary providence, makes use of means, yet is free to work without, above or against them at His pleasure.
4. We believe that because of Adam's sin all mankind is in rebellion against God. For the salvation of such lost and sinful men, regeneration by the Holy Spirit is absolutely necessary.
5. We believe in the true deity and full humanity of our Lord Jesus Christ. We believe in His virgin birth, in his sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father and in His personal return in power and glory.
6. We believe that salvation is by grace through faith alone, and that good works, done in obedience to God's commandments, are the fruits and evidences of a true and lively faith.
7. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
8. We believe in the resurrection of both the saved and the lost; those who are saved to the resurrection of life and those that are lost to the resurrection of damnation.

We (I) acknowledge and agree that all classes offered by Blackburn Study Center will be taught in a manner consistent with Blackburn Study Center's Statement of Faith. (Signed by both parents.)

Father's Signature

Date

Mother's Signature

Date

Are there any points in Blackburn Study Center's Statement of Faith that are inconsistent with your convictions?
_____. If so, please explain:

STATEMENT OF NON-DISCRIMINATION POLICY

Blackburn Study Center is a private educational institution. It does not discriminate on the basis of age, race, color, sex, physical disability, or national or ethnic origin in the administration of its educational policies, admission policies and other administrative policies.

COMMUNICATION POLICY

We consider it a great privilege to assist families in educating their children. We are committed to upholding and supporting parental authority in the lives of students. We also recognize that ours is a learning community, where families are working together to fulfill shared goals. These relationships require, and we strongly encourage, prompt and clear communication.

In the event of conflict, communication should follow the biblical standards set forth in Matthew 18 and James 3. In all matters, conflict should be handled discreetly and carefully, while believing and speaking the best about each other. The failure to follow those biblical standards can be deeply harmful to individuals and institutions, and may result in action by Blackburn Study Center, up to and including expulsion, at the Board's discretion.

- **Parents to Tutors:** If an issue should arise regarding individual tutor rules or procedures, the parent should speak to the tutor before discussing the matter with those in authority over the tutor.
- **Parents to Administrator:** If an issue should arise concerning school rules, procedures, school programs, finances, facilities, curriculum, or tutors, parents are encouraged to send an e-mail to Blackburn Study Center's Administrators. Parents may also submit matters by e-mail to Board members for consideration at regularly scheduled Board meetings.
- **Tutors to Parents:** If an issue should arise concerning a student's learning or behavior, tutors should speak directly with the student's parents before discussing the matter with Board members.

PARENTAL INVOLVEMENT

Although parents of Blackburn students have employed tutors to help meet their goals, they retain the primary responsibility for the education and upbringing of their children. *Blackburn Study Center strongly recommends and encourages close parental involvement.* Each family is expected to participate in the following ways:

- Pray for our children, their tutors, and the direction of their education.
- Oversee your children's class work, and work with them on any assignments to be completed at home.
- Provide diligent instruction on non-study center days and in the additional subjects that comprise the balance of your children's curricula.
- Attend all parent-tutor conferences. Informal conferences may be held if necessary at the request of the parent or tutor.
- Be aware of and praise your child's progress.
- Read and respond (when necessary) to all paperwork sent home by Blackburn Study Center. This is essential to the efficient running of the Study Center.
- Serve as Parent of the Day on a rotational basis.
- Communicate your ideas for improvement. We want to hear from you!

PARENT OF THE DAY RESPONSIBILITIES

The Parent of the Day (POD) must arrive at the study center at 7:45 a.m. on his/her scheduled day.

The POD will be responsible to make sure opening room and classes are arranged for the day's activities.

The POD will assist children who are dropped off in preparing for the day (i.e., storing coats, snacks, and settling-in).

During class time, the POD will be available to assist the tutors as necessary (e.g., helping students, making copies, assisting in discipline, relaying messages, gathering supplies, etc.). In general, the POD's responsibility is to facilitate and maximize the tutors' instruction time.

During snack break, the POD will be the responsible adult (tutor is on break). It will be the POD's responsibility to keep order and see that the students complete their assigned duties (clean up, etc.). It will also be the POD's responsibility to see that children return to their classrooms at the appropriate time.

At the day's end, the POD will ensure that the children are in lines to await their ride. Again, the tutor is "off" and it will be the POD's sole responsibility to see that children are safely delivered to their parents.

The POD will make a final review of the church's condition, making certain that furniture is returned to appropriate location, and that supplies are stored for future use.

Note: The tutors and the POD are representatives of the Study Center on class days; please dress accordingly so that a professional atmosphere is maintained.

STUDENT RULES OF CONDUCT

This is the basic code of conduct that Blackburn Study Center requires all students to obey.

1. Students are expected to observe Christian standards of behavior and conversation. For example, students must speak honestly, respect their peers and submit to authority.
2. Prompt and cheerful obedience is expected. Talking back or arguing with tutors, administrator or the Parent of the Day is not permitted.
3. Students must comply with the dress code in all respects.
4. In order to avoid litter and distraction, chewing gum and electronic musical devices or games are not permitted.
5. Students are expected to be aware of and avoid the off-limit areas of the church building. Students should not play on or around cars in the parking lot.
6. Running is not allowed in the church building.
7. Students are expected to treat all class materials and facilities with respect and care.
8. Students are expected to treat one another with kindness and respect. Teasing, criticizing, name-calling and other forms of verbal or physical abuse are not permitted.
9. Students are expected to treat prayer and class discussion with proper reverence. Jokes, songs, or behavior that trivialize or exhibit disrespect towards God are not permitted.
10. Public displays of affection in the context of boy/girl relationships are not permitted at Blackburn Study Center. Jokes and teasing on this subject are not permitted.
11. Any missed work due to absences should be completed in a timely manner as set forth in the Home Assignment Policy.
12. Students may not speak out of turn during class time and must raise their hand and be recognized by the tutor prior to speaking.
13. Clowning around and other forms of disruptive class behavior are prohibited.
14. It is expected that students will work diligently, participate in class discussions and concentrate on their work while in school.
15. It is expected that students will complete all class work with integrity, including, but not limited to, honesty in taking exams at home or at the study center and avoiding plagiarism.
16. Students accept responsibility to complete all homework assignments in a timely manner.
17. Students recognize that they are to be held responsible for their conduct, both in action and attitude, by their parents, tutors and those in authority at Blackburn Study Center.

DISCIPLINE POLICY

We will seek to provide an environment where students are encouraged and challenged to exemplify Christian behavior. It is very important that our children feel safe and secure in a loving and nurturing environment. Actions that jeopardize the safety and well-being of students and staff must be dealt with firmly and expediently.

At Blackburn Study Center, discipline will consist of restitution, apologies (public and private), swift and measured punishment (corporal punishment is left to parental discretion; it will never be administered by the tutor or the POD) and restoration of fellowship. Parents will be made aware of disciplinary action as soon as possible after each incident, as well as any other concerns or warnings given to a student by a tutor or POD.

The tutor will carry out the majority of day-to-day discipline. There are instances, however, where a stronger warning or more severe penalty is needed. The following offenses may necessitate such action:

1. Disrespect shown to tutor or POD;
2. Dishonesty in any situation relating to BSC activities, classes or assignments, including but not limited to lying, cheating or stealing;
3. Rebellion, i.e., outright disobedience in response to instructions;
4. Fighting, i.e., striking in anger with the intention to harm another;
5. Unkind, obscene, vulgar, or profane language as well as using the Lord's name in vain.
6. Continued disruptive class behavior.

If any of the above actions occur, the student will be sent from the classroom to the administrator and will not return for the remainder of that class. At the completion of class, an apology from the student to the offended tutor will be required. The administrator may require the student to meet with the headmaster who will decide whether further action should be taken. Restitution, parental attendance of classes with the child, or other measures deemed appropriate may be requested. In severe cases, where there is no change in the student's actions or assistance from the parents, the child will be expelled for the remainder of the academic year.

1. Suspension: The Board will normally follow the protocol below. In cases where change is evident and the student appears repentant, exceptions are possible. The Board will determine in its sole discretion (in consultation with the tutor(s)), if an exception is to be made. Appeals for exceptions will not be recognized.

FIRST OFFENSE - Warning, restitution/apologies, suspension for remainder of the day. (Missed work must be turned in within one day of suspension or a grade of zero will be recorded.)

SECOND OFFENSE - Restitution/apologies, suspension for two class days. (Work must be turned in within two days of returning to class or a grade of zero will be recorded.)

THIRD OFFENSE - Restitution/apologies, suspension for four classes, (Work must be turned in within two days of returning to class or a grade of zero will be recorded.)

FOURTH OFFENSE - Student will be expelled for the remainder of the academic year.

2. Expulsion: We realize that expelling a student is a very serious matter and should always be carefully dealt with on a case-by-case basis. Repentance, restitution (repairing damage through work, apologies, etc.) and forgiveness are fundamental to our discipline policy. However, should a student and his parents fail to eliminate behavioral problems before a fourth offense occurs, the student will be expelled.

3. Serious Misconduct: Should a student commit an act with such serious consequences that the Board deems it necessary, the protocol defined above may be bypassed and suspension or expulsion imposed immediately. Examples of such serious misconduct may include, without limitation: acts that seriously endanger the safety of other students or staff members; gross violence/vandalism to the facilities; violations of law; or other deliberate acts in clear contradiction of Scriptural commands that threaten serious harm to others. Students may be also subject to discipline for serious misconduct which occurs after Blackburn Study Center hours.

4. Re-admission: Should an expelled student desire to be re-admitted to Blackburn Study Center at a later date, the Board will make its decision based upon the student's attitude and circumstances at the time of re-application.

DRESS CODE

The dress code has been implemented in the interest of harmony between students and parents. We believe the dress code will enhance the atmosphere of the classroom and orderliness of students.

Girls:

Skirts

See blackburnstudycenter.org for approved skirt styles: all girls must wear one of these styles.

- Solid navy blue, black, or khaki colors
- Must be worn at the waist level (not at the hips) and must cover the knees
- No pleated, ruffled, lacey, velvet, chiffon, or eyelet fabric permitted

Shirts

- Solid blue, white, blue pinstriped, or black Oxford or polo shirts
- Long-, short-, or $\frac{3}{4}$ length-sleeved shirts
- Must have collars (pointy, Peter Pan or Oxford-styled collars are allowed)
- Must be plain (no ruffles, lace, trim, etc.)
- Solid white, black, or blue sweaters and sweater vests may be worn in cold months and must be accompanied by a turtleneck or collared shirt
- Solid white, black, or blue turtlenecks must be worn under sweaters/sweater vests
- Tight clothing of any variety is not permitted

Slacks

Worn ONLY when predicted temperature for the day is 40 degrees or below.

- Navy blue, black, or tan dress slacks
- No cargo, carpenter, 5-pocket, or denim pants
- To get the day's high on Sunday & Tuesday evenings go to: www.weather.com/weather/local/15237

Other:

- Light, natural-looking make-up/nail polish may be worn with parental permission. Unnatural makeup or nail polish is not permitted
- Solid white, dark, or neutral-colored stockings or socks

Boys:

Slacks:

- Solid navy blue, black, or khaki dress slacks
- No cargo, carpenter, 5-pocket, or denim pants
- Navy blue, black, or khaki dress shorts may be worn between start of Blackburn and October 31 and during the month of May

Shirts:

- Solid blue, white, blue pinstriped, or black long or short sleeved Oxford, polo or turtleneck
- Must have collars (except turtlenecks)
- Solid white, black, or blue sweaters and sweater vests may be worn in cold months and must be accompanied by a turtleneck or collared shirt
- Turtlenecks must be worn under sweaters/sweater vests

Other:

- White, navy, black, or tan socks
- Boys' hair should not be in the eyes, touch collars, or cover ears (no ponytails)

All:

- Shirts must be tucked in at all times
- A solid belt must be worn if there are belt loops on slacks, skirts, or shorts
- Shoes should be neat & clean
- Shoes must be either black, navy, or brown dress shoes with closed toe and heel
- No open toes or strapped heels
- No platform or high heel shoes

- No sneakers or athletic-looking shoes, including bowling-type shoes
- No fleece or fleece-looking fabrics
- No tattoos or body piercing with the exception of one pair of earrings (girls only)
- Hair should be kept neat & clean, a natural color and out of the face.
- Coats/jackets may not be worn during class
- All students must remain dressed in code while on campus (even after hours)The dress code has not been an issue with most students; however, a small minority of students has repeatedly attempted to violate it. When that occurs, tutors, administrators and board members spend an inordinate amount of time and energy dealing with infractions. Please note that deviations from the dress code will be addressed in the following manner:

First time violations, with no other violation of the code of conduct (arguing or disrespect shown) will result in a warning, write-up in the student's record and an email to the parents. Subsequent violations will result in the student's removal from class until a parent can bring the proper clothing. Additionally, the incident will be recorded in the student's record and an email will be sent to his parents.

ATTENDANCE POLICY

A student enrolled at Blackburn Study Center is expected to be present and on time every day the Study Center is in session.

Blackburn Study Center Hours: Mondays and Wednesdays from 8:00 a.m. to 2:00 p.m. Doors will be open at 7:40 a.m. for student arrival.

1. Short-term Absences: If a student needs to be absent from the Study Center for one to two class days, for any reason, the parents should contact all tutors and the administrator as soon as possible.
2. Long-term Absences: If a student needs to be absent for three or more consecutive class days, the parents should notify the Study Center in writing explaining the circumstances. When extended absences are voluntary (i.e., not due to emergency or illness), students have one week upon return to complete all make-up work or as specified by the tutor(s). There will be no extensions for papers and projects assigned prior to the voluntary absence.
3. Make-up work: Students or their parents should discuss arrangements with the tutor and take the initiative in completing the missed work.
4. Special requests: Assignment sheets and handouts may not be requested prior to the normal issuance date. Upon returning from absences, families should contact another family to make their own copies of missed handouts. Assignment sheets are available on a timely basis on Blackburn's website.
5. Lateness: Students are required to arrive and be ready to begin Chapel and announcements promptly at 8:00 a.m. The Study Center will open by 7:40 a.m. to allow students to arrive and complete any necessary activities to be ready on time.

CLASS PREPARATION. GRADING. AND AUDITING POLICIES

Unprepared students

Blackburn's tutors will not notify parents if a child is unprepared or misses an assignment. Parents of elementary aged children will receive two student progress evaluations: one at mid-year and another at the end of the year. The message to parents is that we have high standards and we assume they do too. Students in grades nine through twelve receive quarterly grades. Neither evaluations nor grades should be a surprise to parents.

Unprepared students will not be permitted to hold back the rest of the class. For instance, if one student has not purchased his literature book, the rest of the class will proceed as scheduled. In some classes, tutors assign activities that require the students to know material in order to participate meaningfully. An unprepared student may sit quietly and pay attention while not participating in the discussion/activity. Only after a pattern of incomplete assignments has developed will a student be sent to study hall to complete his work. Unprepared but non-disruptive students have the benefit of classroom instruction. An unprepared student who is disruptive will always be removed from class.

Parents of students in grades 3-8 are asked to email the tutor in advance if a student will not be completing an assignment. For instance, parents may write, "We are handling this assignment at home." This will provide information to the tutor so he or she is not surprised.

In order to receive a grade from a Blackburn class, high school students are required to participate in and turn in all assignments from tutors.

Grades

Grades are maintained for students in the ninth through twelfth grade classes. Generally percentage grades are given, with parents being responsible for assigning the letter grading scale.

In order to receive a grade from a Blackburn class, high school students are required to participate in and turn in all assignments from tutors.

If parents want their high school student to be able to "opt out" of assignments, the student will be listed as auditing the class, and it will be indicated as such on the Blackburn transcript. The tuition for audited classes is the same as regular classes.

While we are a service to home educators, and desire parents to be in charge of their child's education, Blackburn's high school courses must not be depreciated by students selecting which assignments to complete. In order to maintain a high standard and to have meaningful grade percentages, the service offered to parents of Blackburn high school students requires completion of all tutor assignments.

Auditing a Class

The tutor of the class as well as Blackburn administration (staff or board) must approve the request to audit. Full payment for the audited class is required. No class work or class participation will be evaluated by the tutor, and no grade for the student's transcript will be provided for the audited class. There will be no special treatment for the auditing student. The only requirement of the student is attendance in the class. If the student does not attend class, he will receive a NG (no grade) instead of an AU (audit).

ADVANCEMENT POLICY

Blackburn Study Center generally encourages parents to assert their authority as the primary educators of home schooled students. Our goal is to supplement, not supplant the nurture and instruction provided to students by their parents.

Among other things, home schooling parents must evaluate and make decisions concerning their students' progress. Blackburn Study Center will endeavor to accommodate the decisions that parents make concerning their students' progress. However, if a student is not progressing in his mastery of a subject, the pace and quality of instruction can be adversely affected, frustrating the student, his tutor and classmates.

If by the end of the school year a student has earned less than 70% in a given subject, we will strongly recommend that he not advance to the next level, unless he receives additional instruction during the summer. With respect to students in elementary grades (grades 3 through 8), parents will be notified of a lack of progress even though grades are not necessarily recorded on a percentage basis. If the student advances to the next level and is struggling to keep up with the class, he will be moved to a more appropriate level in order not to embarrass the student, and impede the progress of the other students.

CLASS MATERIALS

Parents are responsible for purchasing their student(s) all class materials from the book lists and curriculum lists published each year.

HOME ASSIGNMENTS

Blackburn Study Center tutors will give home assignments to their students to reinforce concepts taught in the classroom. The principal reasons for home assignments are as follows:

- Students often need some amount of extra practice in new or specific concepts, skills, or facts. In certain subjects, regular practice at home may be necessary for mastery. Therefore, the tutor may assign homework to allow for necessary practice.
- Repeated, short periods of practice or study of new information are often a better way to learn than one long period of study.
- Home assignments enable parents to monitor the current topics of study in class.

A LA CARTE CLASSES

We strongly recommend that students enroll for all classes offered by Blackburn Study Center for the following reasons:

As students progress through the learning stages, they will benefit from having been exposed to the full range of classes in previous years;

Tutorial instruction will be more “seamless” and interactive from year to year if all or most students have taken the full range of classes in previous years;

It fosters the development of a learning community consisting of entire families who are pursuing classical and Christian education;

It reduces the administrative burden on Blackburn Study Center.

However, Blackburn Study Center exists in the first instance to serve home schooling families, and we presume that parents are able to make the best decisions concerning their children’s education. Accordingly, in the event that parents want to enroll their student(s) in less than all classes offered by Blackburn, our offerings are available on an *a la carte* basis.

For all subjects, students who are enrolled in the full range of Blackburn’s classes will be given priority over students who wish to take a class on an *a la carte* basis. Classes which have not yet reached capacity will remain open to full-time applicants through July 1. Part-time applicants who may lose their spot in a class will be notified and given the option of switching to full-time. After July 1, the open spots will be filled on a first-come, first-served basis without respect to full-time or part-time status. In other words, after July 1, no part-time student will lose his spot in a class even if another student wishes to enroll on a full-time basis.

ADMISSIONS PROCESS

Re-enrollment forms are accepted from current Blackburn families by March 1 of each year. Additionally, siblings of current Blackburn families may enroll by March 1. Applications are accepted from new families on a date subsequent to March 1, to be determined each year.

Families are required to submit completed applications with \$100.00 (per student) application fee. Applications are accepted in the order received. Generally, once a class reaches fifteen students, the class is closed, and future applicants are placed on a waiting list.

Interviews may be conducted for all applicants, even if the class is full, in case of an opening. The family interview will be scheduled for parents and student(s) with Blackburn Study Center board members and/or administrators. The Board will notify family of decision to accept/decline admission based on the application, interview, and class openings.

2009-2010 CALENDAR

BLACKBURN STUDY CENTER

| | |
|---------------------------|----------------------------------------|
| TBD | Orientation Night at North Park Church |
| September 14, 2009 | First day of classes |
| November 23, 25, 2009 | Thanksgiving Break |
| Dec. 21, 23, 28, 30, 2009 | Christmas Break |
| April 5, 7, 2010 | Easter Break |
| May 19, 2010 (tentative) | Last Day of Classes |

SNOW CANCELLATION POLICY

1. With respect to cancellations due to snow and inclement weather, Blackburn Study Center will follow the decision of North Allegheny School District.
2. If North Allegheny School District delays classes due to cold weather, Blackburn Study Center will be open as usual with no delay.
3. If North Allegheny School District delays classes for two hours and the roads are improving, Blackburn Study Center will be open, beginning at 9:00 a.m.
4. Listen to KDKA (1020 AM) for information and check your email by 6:30 AM for information regarding delays.

FINANCIAL ARRANGEMENT

Full-time tuition is \$1525 before Math or Grammar for full-time students.

1. Siblings after two children are half-price.
2. "A la carte" fees and study hall fees are noted on the attached fee schedule.
3. If tuition is not received by July 3, 2009, the student is moved to the wait list and may be replaced by the first paying applicant on the waiting list.
4. The last day to drop a class or withdraw a student is July 15. Subsequent dropped classes or withdrawals (before the start of classes) result in the immediate payment of $\frac{1}{4}$ of the year's tuition for the dropped class or classes.
5. The following requests for a change in a student's schedule will result in the charging of a \$50 administrative fee for each course, payable upon the request being approved:
 - A. Any course dropped after July 15.
 - B. Any course changed from "credit" to "audit" after July 15.
 - C. Any course added after July 31.

Part-time students:

1. Students applying for full-time admission will be given admission preference over students who wish to attend on a part-time basis.
2. Historically, we have been able to accommodate all students who wish to attend part-time, and we hope that will continue to be the case.
3. Classes which have not yet reached capacity will remain open to full-time applicants through July 31. Part-time applicants who may lose their spot will be notified and given the option of switching to full-time.
4. After July 31, the open spots will be filled on a first-come, first-served basis without respect to full-time or part-time status. Therefore, no part-time student will lose his spot in a class even if another student wishes to enroll on a full-time basis after July 31.

Blackburn Study Center makes financial decisions based upon its projected annual revenue. Fees and tuition need to be paid promptly in order to make payments to tutors, facilities, and other financial commitments in a timely manner. Therefore, tuition commitments are made for the whole school year and are not refundable.

In the event that a student who is registered in Blackburn Study Center on a full-time basis wishes to withdraw from Blackburn Study Center between July 15 and the first day of Blackburn Study Center's academic year, the student's parents remain obligated to pay one-quarter of the full year's tuition, unless the student is able to be replaced by another student within one month of withdrawal. In the event that a student who is registered in Blackburn Study Center on a full-time basis wishes to withdraw from Blackburn Study Center *after* the first day of Blackburn Study Center's school year, the student's parents remain obligated to pay one-half of the full year's tuition, unless the student is able to be replaced by another student within one month of withdrawal.

With respect to students attending Blackburn Study Center on an *a la carte* basis, if the student wishes to drop a class(es) between July 15 and the first day of Blackburn Study Center's school year, the parents remain responsible to pay Blackburn Study Center one-quarter of the full year's tuition per dropped class, in addition to the full tuition for those classes for which the student remains enrolled. If the student wishes to drop a class(es) *after* the first day of Blackburn Study Center's school year, the parents remain responsible to pay Blackburn Study Center one-half of the balance of the full year's tuition per dropped class, in addition to the full tuition for those classes for which the student remains enrolled.

Waiting List: In the event of a full class, a child may be placed on our waiting list after all other admission requirements have been fulfilled. You will be notified in writing of your numbered position on this list. You may withdraw from the list at any time.

2009-2010 A La Carte Pricing

Days on which certain classes are offered may change before classes start based on tutor availability

Grade 3/4 proposed class offerings by day

| Monday | Cost per year | Wednesday | Cost per year |
|---------------------|---------------|---------------------|---------------|
| History | \$425 | History | |
| Literature | \$425 | Literature | |
| Writing | \$425 | Writing | |
| Art or Music only* | \$125 each | Science only * | \$225 |
| Latina Christiana I | \$425 | Latina Christiana I | |
| Grammar 4, 6, or 7 | \$425 | Grammar 4, 6, or 7 | |

Grade 5/6 proposed class offerings by day

| Monday | Cost per year | Wednesday | Cost per year |
|---------------------|---------------|--------------------|---------------|
| History | \$425 | History | |
| Literature | \$425 | Literature | |
| Writing | \$425 | Writing | |
| Art or Music only * | \$125 each | Science only * | \$225 |
| Oxford I | \$425 | Oxford I | |
| Grammar 4, 6, or 7 | \$425 | Grammar 4, 6, or 7 | |

Dialectic proposed class offerings by day

| Monday | Cost per year | Wednesday | Cost per year |
|-------------------------------------|---------------------------------------|--------------------------------|-----------------------|
| Omnibus | \$625 | Omnibus | |
| Omnibus | | Writing | \$225 |
| Logic 1 | \$425 | Logic 1 | |
| Science (Gen. Sci/Phys. Sci.)or Art | \$425 Science & Art \$125 Art only | Science (Gen. Sci/Phys. Sci.) | Science only \$350 |
| Latin Oxford 2/3 | \$425 | Latin Oxford 2/3 | |
| Pre-Alg/Alg 1/Geometry/Alg 2 | \$450 | Pre-Alg/ Alg 1/ Geometry/Alg 2 | |

Pre-Rhetoric proposed class offerings by day

| Monday | Cost per year | Wednesday | Cost per year |
|---------------------------------|---------------|--------------------------------|---------------|
| Omnibus | \$825 | Omnibus | |
| Omnibus | | Omnibus | |
| Writing | \$225 | Theology/Speech | \$125 each |
| Chemistry | \$425 | Chemistry | |
| Spanish 1 | \$425 | Spanish 1 | |
| Alg 1/Geometry/ Alg 2/ Pre-Calc | \$450 / \$500 | Alg1/Geometry/ Alg 2/ Pre-Calc | |

Rhetoric proposed class offerings by day

| Monday | Cost per year | Wednesday | Cost per year |
|------------------|---------------|------------------|---------------|
| AP US Government | \$600 | AP US Government | |
| Literature | \$425 | Literature | |
| Rhetoric | \$225 | Theology | \$125 |
| Physics | \$425 | Physics | |
| Spanish 4 | \$425 | Spanish 4 | |
| Alg 2, Pre-Calc | \$500 | Alg 2, Pre-Calc | |
| Statistics** | \$450 | Statistics | |
| AP Calc II** | \$600 | AP Calc II | |
| Calc I** | TBD | Calc I** | |

*The fee for Grade 3/4 and 5/6 combined Science, Art and Music is \$425. ** The fee for combined Statistics/Calc I or Statistics/AP Calc II is TBD. Study hall fees are as follows: \$100 per year for every study hall during a class that meets on Mondays and Wednesdays; \$50 per year for every study hall during a class that meets once per week; \$25 per year for every study hall during a class that meets every other week. Study hall fees are only charged to students taking fewer than four classes during the 8:00am-2:00pm regular class time.