



www.EverydayMandarin.org
(415) 952-7223
learn@everydaymandarin.org

Everyday Mandarin Payment and Refund Policy

1. Tuition and Automatic Payment Plans The Everyday Mandarin after-school program operates strictly on SFUSD instructional days. Tuition is calculated for the full school year and divided into 11 equal payments to provide consistent billing across holidays and breaks. Families must select one of the following plans upon enrollment:

- **Plan A (4:30 PM Pickup):** \$300 per 4-week billing period (11 payments, totaling \$3,300 per school year).
- **Plan B (6:00 PM Pickup):** \$450 per 4-week billing period (11 payments, totaling \$4,950 per school year).

Automatic Recurring Billing: Payment plans will be automatic and recurring based on the payment method provided when first enrolling.

Late Payment Fee: If a scheduled payment is missed, a late fee of **\$25 per every 5 days** it remains outstanding will be assessed to your account.

Payment Schedule: Payments are due every 4 weeks starting on **August 17, 2026**, which conveniently aligns with the first day of SFUSD Fall Instruction.

Payment Number,"Due Date"

Payment 1,"August 17, 2026"

Payment 2,"September 14, 2026"

Payment 3,"October 12, 2026"

Payment 4,"November 9, 2026"

Payment 5,"December 7, 2026"

Payment 6,"January 4, 2027"

Payment 7,"February 1, 2027"

Payment 8,"March 1, 2027"

Payment 9,"March 29, 2027"

Payment 10,"April 26, 2027"

Payment 11,"May 24, 2027"

2. Full-Year Prepayment Option Families may choose to prepay the full academic year tuition at the time of enrollment. By selecting this option, you will receive an **8% discount** on the total annual tuition:

- **Plan A (4:30 PM Pickup):** \$3,036 (reflecting an 8% discount off the \$3,300 full-year tuition).
- **Plan B (6:00 PM Pickup):** \$4,554 (reflecting an 8% discount off the \$4,950 full-year tuition).



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3. Cancellation and Refund Policy We understand that family schedules and needs may change during the school year. If you must withdraw your student from the program, the following refund policies apply:

- **Cancellations of Full-Year Prepayments:** If you have prepaid for the full school year and need to withdraw early, **you forfeit the 8% prepayment discount**. Your refund will be calculated by taking your original prepayment amount and subtracting the used 4-week billing periods billed at the **full, non-discounted tuition rate** (\$300 per period for Plan A or \$450 per period for Plan B).
- **Standard Installment Cancellations:** For families on the standard 11-payment schedule, cancellations must be submitted in writing. Payments are **refundable**, but will be subject to the mandatory **8% processing fee**.
- **Processing Fee:** All processed refunds (including both prepayments and standard installments) are subject to a mandatory **8% processing fee**. This fee will be deducted directly from the final refund amount.

4. Right to Cancel Enrollment Everyday Mandarin reserves the right to cancel the enrollment of a student at any time based on any of the following:

- Lack of payment
- Excessive late pickups (exceeding 5 times for the entire school year)
- Behavioral issues that have gone unresolved
- Violation of student behavior policies and program policies