



UJEB's Fee Payment Policy

1. UJEB must balance its responsibilities to students, parents, staff, schools and other venues at which it operates, as well as its responsibility to remain financially viable into the future.
2. This policy applies in respect of fees that UJEB charges for its programs.
3. When a student is enrolled in one of UJEB's programs via UJEB's website, the parent/guardian will be required to make payment of the applicable fees. The online enrolment application will not be accepted or processed until payment has been made. Enrolment in a program is conditional upon payment of the applicable program fee.
4. Special conditions apply in respect of enrolment in UJEB's Bar and Bat Mitzvah programs and will be provided to parents/guardians prior to the commencement of those programs.
5. For programs that are conducted over the course of a year, UJEB will send an invoice to the parent/s of an enrolled student two weeks before the end of the term in respect of the following term.
6. The invoice must be paid within 14 days to ensure that the student remains enrolled in the program and may re-commence the following term. This timeline may not apply in respect of programs that operate at Child Care Subsidy approved centres.
7. If a student's program fee is unpaid, that student will not be permitted to attend the program.
8. Paragraph 7 does not apply in the case of a child in respect of whom an application has been submitted for fee assistance for UJEB's consideration.

9. Students enrolled more than 2 weeks after commencement of term are entitled to a pro rata reduction of that term's fees. This can be done by completing a fee assistance form which can be obtained from the UJEB website.
10. In the event that financial assistance is needed in order to pay the applicable program fee (whether at initial enrolment online or when UJEB issues an invoice), families and parents are encouraged to apply for fee assistance in accordance with [UJEB's Fee Assistance Policy](#).
11. All amounts that are owed to UJEB in respect of a student will remain due and payable until UJEB approves an application for fee assistance in respect of that student. It is the responsibility of the student's parent or guardian to apply for financial assistance.

Withdrawing a student from a program

12. A parent / guardian who wishes to withdraw their child from a UJEB program must notify UJEB by email of such intention.
13. If a parent / guardian withdraws a student from a program prior to the commencement of the term, UJEB will refund to the parent / guardian 100% of the total program fees paid for that term.
14. If a parent / guardian withdraws a student from a program within the first three weeks of the term and requests a refund of program fees for that term, UJEB will refund to the parent / guardian 50% of the total program fees paid for that term.
15. If a parent / guardian withdraws a student from a program after the first three weeks of the term, UJEB will not grant any request for a refund of program fees for that term.
16. If, in accordance with [UJEB's Student Behaviour Policy](#), UJEB requires a student to cease their participation in a UJEB program on account of their behaviour, UJEB will not refund program fees paid.
17. UJEB retains a discretion to alter the terms of this policy in respect of individual circumstances that are exceptional.

Policy drafted: by Gabi Crafti, Oren Smith and Itzik Sztokman on 31 July 2019

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