

KEYS

EDUCATIONAL RESOURCE CENTER

HOME EDUCATION INSTRUCTIONAL PROGRAM & PAYMENT AGREEMENT

Student Name: _____

Parent/Guardian Name: _____

Academic Year: _____

Program Options and Published Tuition

Keys provides in-person courses and activities for home education and Personalized Education Program students. The Comprehensive Program is designed for students taking a coordinated multi-course schedule. Individual courses may be taken à la carte subject to space, scheduling, appropriate placement, and student needs. Parents retain responsibility for directing the student's home education or PEP program.

Program or Course	Monthly Tuition	Enrollment Selection
Comprehensive Program	\$800/month	☐
Mathematics	\$200/month	☐
Science	\$200/month	☐
English/Language Arts	\$200/month	☐
Social Studies	\$200/month	☐
Spanish	\$100/month	☐
Comprehensive Test Preparation with CLT Focus	\$100/month	☐
HOPE Health and Physical Education	\$150/month	☐

Comprehensive Program value. The \$800 monthly tuition includes Mathematics, Science, English/Language Arts, and Social Studies, plus Spanish, Test Preparation, and HOPE when those courses are included in the student's schedule. The separately published monthly value of these offerings is \$1,150. The additional courses are included for Comprehensive Program students at no additional charge.

Annual schedule. The academic-year Comprehensive Program cost is \$8,000, payable in ten monthly installments of \$800. À la carte tuition is charged monthly according to the selections above and the student's enrollment agreement.

Schedule and Services

Keys meets on site three days per week, generally Mondays, Thursdays, and Fridays. Regular instructional hours are 9:00 a.m.-3:00 p.m.; doors may open at 8:30 a.m. Students use the closing portion of the day to record assignments, organize materials, and prepare to leave.

Services may include an initial consultation, initial academic evaluation, ongoing progress monitoring, instruction in enrolled subjects, assistance with learning-plan development and record organization, and participation in the year-end showcase. Curriculum, course descriptions, tuition, and fees are published at www.KeysERC.org.

Books, personal technology, and certain specialized materials are not included unless expressly stated. Students need home access to a laptop or tablet with word-processing and presentation software and internet access. Routine cooking ingredients used during scheduled HOPE activities are included in HOPE tuition; families will be notified before any optional activity that carries an additional charge.

Payment and Scholarship Terms

Tuition reserves the student's place and is due according to the payment schedule agreed upon at enrollment. Scholarship funding and payment are subject to the rules, documentation requirements, review, and approval of Step Up For Students. Approval of Keys as a provider or approval of a service offering does not guarantee payment for a particular student or expense.

The parent or guardian is responsible for ensuring that sufficient scholarship funds are available and for completing any parent-required authorization in EMA. The parent or guardian remains financially responsible for tuition or fees not paid by the scholarship, including amounts denied because of student eligibility, insufficient funds, missing parent action, or expenses outside the scholarship's authorized uses.

A parent wishing to withdraw a student must provide at least one month's written notice. Tuition remains due during the notice period unless Keys agrees otherwise in writing. Enrollment and course availability may be adjusted when attendance, scheduling, placement, conduct, safety, or educational fit requires a change.

Roles and Responsibilities

The parent or guardian directs the student's home education or Personalized Education Program and remains responsible for compliance with applicable legal and scholarship requirements. For students registered in a Florida home education program, this includes filing required notices and arranging any required annual evaluation. Keys may assist with planning and organized records but does not assume the parent's legal responsibilities.

Keys will provide the agreed instruction, monitor progress, communicate material academic concerns, and make reasonable adjustments within its professional capacity. The family will support regular and timely attendance, home assignments, communication, and access to information needed to serve the student effectively.

The parent or guardian will promptly communicate goals, concerns, health or learning information, and changes that may affect participation. Both parties agree to work collaboratively in the student's best educational interest.

Agreement and Signatures

By signing, the parent or guardian confirms the selected enrollment, acknowledges the published tuition and payment responsibilities, and agrees to the roles and terms described above.

Selected Program/Course(s): _____

Monthly Tuition: _____

Parent/Guardian Signature: _____

Date: _____

Keys Representative: _____

Date: _____