



OLYMPIA TRAINING CENTER CHARTER SCHOOL GUIDELINES

1. Basic charter school guidelines

- a. Purchase orders or certificates need to be requested from the charter school and submitted to Olympia prior to classes starting
- b. Most charter school billing is monthly and schools take time to process orders, so please request your orders with the charter school at least **10 days** before the month begins.
- c. Most charter schools do not cover the enrollment fee
- d. Olympia uses 4 week billing, but charter schools use monthly billing, so pricing needs to be converted to monthly for charter students (1 month = 4.3 weeks)
- e. Charter certificates will only be credited when they are uploaded in the "**Charter School Order**" tab of your Members page (www.olympiatrainingcenter.com/members). Certificates emailed to Olympia will **not** be credited to the account.
- f. Charter orders cannot not be transferred to another student and can only be used during the service month showing on the order (or the service month entered in the Members page if the charter order does not have a service month on the certificate).
- g. If certificate is not uploaded prior to the start of the service month, the card on file will be used instead. If a student will not continue after current certificate expires, a cancellation of membership needs to be submitted online prior to the end of the certificate service month. Otherwise, card on file will be used.

2. Programs offered at Olympia

- a. Essential 1 – one month of classes, 1 class weekly
 - i. **\$127** for 1st student
 - ii. **\$114** for additional family members (10% discount)
- b. Essential 2 – one month of classes, 2 classes weekly
 - i. **\$194** for 1st student
 - ii. **\$165** for additional family members (15% discount)
- c. Essential 3 – one month of classes, 3 classes weekly
 - i. **\$238** for 1st student
 - ii. **\$190** for additional family members (20% discount)
- d. Olympia Enrollment **\$120**
- e. Drop-in Class **\$39**
- f. 30 minute private class **\$95** (\$15 for additional participants)
- g. 60 minute private class **\$145** (\$20 for additional participants)

4. Makeup Classes and Schedule Change

- a. Makeup any class within 3 weeks of the missed date on the Members page
- b. Change schedule as often as you'd like on the Members page

5. Tuition, Vacations and Refunds

- a. Tuition is charged every 4 weeks on the card on file
- b. For missing more than 2 weeks, submit vacations online on the Members page at least 2 weeks in advance
- c. During vacation time, card on file is charged \$15/month to maintain Membership
- d. Refunds are offered only in the form of account credit that can be used for training or merchandise



OLYMPIA TRAINING CENTER CHARTER SCHOOL UPDATE

ONLINE CERTIFICATE PORTAL

Dear Olympia charter school families,

We have been very happy to accept charter funds over the last few years and are looking forward to many more years of being able to continue working with charter schools. We are currently working with 10 schools, which all have slightly different requirements, policies and practices. This has caused some confusion, misunderstandings and incorrect certificates for both parents and for Olympia. For that reason, we have added an online certificate upload tool in the Members page, which will create a simple straightforward method for using charter funds at Olympia. Here are the main points:

1. Starting October 2021, the online tool in your Members page (olympiatrainingcenter.com/members) under the "Charter School Order" tab is the **only** way to upload certificates and credit your charter funds to your account. Emailing the certificate to Olympia or asking the charter school to send us the certificate will no longer credit your account. This will ensure that no errors in certificates occur and parents have full control over their charter certificates. Certificates that we received for October have already been entered in the portal.
2. Your charter school rep is able to both create an order before the month begins and supply you with a copy or a screenshot of the order, which can then be uploaded in your Members page. Some schools expressly request that we cannot start training before getting the order, so please get the order from your rep before the training month begins.
3. The "Charter School Order" tab in your Members page has the most up-to-date Olympia charter policies, so you can check there for the correct amount of your certificate. You can also see some samples of the most popular charter schools' certificates.
4. If the "Charter School Order" tab does not appear in your Member page, tell a coach that you are a member of a charter school and they will be able to add the tab.
5. Once you've uploaded your order, please make sure it shows under "Recent Orders" with the correct information, matching the training you requested.
6. If you need any help learning how to upload your charter orders, please email the front desk with any questions at info@olympiatrainingcenter.com

The screenshot shows a web form titled "Charter School Order" with a blue header. Below the header is a section "Upload a New Certificate" containing several dropdown menus: "Student:" with "Student Name" selected, "Service Month:" with "June" selected, "Service:" with "Essential 1" selected, and "School:" with "Cabrillo" selected. There are also input fields for "Amount(\$):" and "Notes(optional):". Below these is a "Screenshot:" section with a "Choose File" button and the text "No file chosen". At the bottom of the form is a red "Submit" button. Below the form, there is a "Samples:" section with text: "Below are sample certificate screenshots from common charter schools. Please review the sample from your school and upload it here. Your charter school representative will be able to send you a copy of your certificate." followed by links: "Cabrillo", "iLead", "SageOak", "Scale", and "Excel". At the very bottom, there is a checkbox with the text "I have read and agree to the Olympia charter school guidelines."

Thank you for training with us and helping us transition to a better way to work with charter schools and charter families.