



July 20, 2023

# Payment Instructions

## For Liftoff Learning Courses & Tutoring

info@LiftoffLearning.net | www.LiftoffLearning.net

### PAYMENT POLICIES:

**Due Date:** To reserve your spot in a class, payment for scheduled classes is due within 2 weeks of registration. For classes not yet scheduled, payment is due within two weeks of the course being scheduled – you will receive an email notification. Payment is due no later than August 4 for fall and full-year classes. Late registration or payment requires a \$75 late fee. Full-year classes can be paid for on a semester basis with no extra fee: pay ½ with registration and the other 1/2 by the start of the spring semester.

**Refund:** If a refund is requested before the end of week 2 of a class, a full refund minus a \$75 administrative fee is provided. No refund after week 2. In the highly unlikely event Mrs. Wolf cannot complete teaching a course, either a suitable substitute will finish the class, or families will be refunded the prorated remaining cost.

**PAYMENT METHODS:** Liftoff Learning accepts these three payment methods in preferred order: Zelle (electronic person-to-person payment via a bank/credit union), personal check, and cash. Due to the additional fees and complexity for a small business, Liftoff Learning does not accept other payment methods such as credit cards, Venmo, or PayPal.

**Zelle:** This is a nationwide, frequently-used, straightforward, secure, no-cost, bank-based payment option that multiple families recommended, and it has worked great. Most banks/credit unions have Zelle available directly from their website – simply follow your institution’s Zelle directions. Note that it may be referred to as a “Person-to-Person Payment” option rather than as “Zelle.” If your bank /credit union does not have this capability, you need to pay via one of the other methods.

1. Using Zelle – see the following websites:
  - a. <https://www.zellepay.com/how-it-works>
  - b. <https://www.zellepay.com/support/who-can-i-send-money-to-with-zelle>
2. The Liftoff Learning email to send money to within Zelle is [lrhwolf@liftofflearning.net](mailto:lrhwolf@liftofflearning.net).
3. If this is the first time for a Liftoff Learning payment, please consider sending a test case of just \$ 1 to ensure all is working correctly. I will confirm with you that it is, and then the rest can be sent.
4. The Zelle money transfer records serve as the receipt of payment.

### Personal Check:

1. Make check out to Leesa Wolf or Liftoff Learning.
2. Mail to business address (also on website footer - note that this is not the location of classes):  
Leesa Wolf  
14917 El Camino Real #590937  
Houston, TX 77062
3. For mailed class payments, I will email you a confirmation that I received your check.

**Cash:** Some families prefer to pay in cash – especially for tutoring. Just bring cash payment (or personal check) to the tutoring session. All tutoring payments are logged into the tutoring records page within the student’s OneNote tutoring notebook.