



# BAKERSFIELD GYMNASTICS ACADEMY

## **PAYING FOR CLASSES WITH VENDOR SERVICE CERTIFICATES**

### **Vendor Service Certificate Process**

- Order your Vendor Service Certificate from your charter school as soon as possible.
- Ensure that you select the correct class from your school's ordering system according to your student's class length and tuition pricing.
- If you are unsure about which class to select, please contact our office for assistance.
- New Class Enrollments will begin on the 1st of the following month *only* after the Vendor Service Certificate has been received.

A new certificate must be ordered each month. Please do not use the "duplicate" option when placing your order, as this can lead to errors in pricing or incorrect service month assignments.

### **Contact Us**

Program Questions:

[Emily@Bakersfield.Academy](mailto:Emily@Bakersfield.Academy)

Withdrawal Requests:

Message via "Contact Us" in Parent Portal

## **FRIENDLY REMINDERS**

- Classes run on continuous enrollment.
- Vendor Service Certificates must be received by our office no later than the 24th of each month.
- On the 25th of the month, enrolled students whose Vendor Service Certificates have not been received will be charged full tuition.

## **PLEASE COMMUNICATE WITH US!**

- If you need to "take a break" or withdraw from a class, send us a message via "Contact Us" in the Parent Portal by the 20th of the month to ensure smooth processing.
- Services rendered that are unpaid by Vendor Service Certificates are the responsibility of the family to pay via their card on file.