



BAKERSFIELD GYMNASTICS ACADEMY

PAYING FOR CLASSES WITH STUDENT PLANNING FUNDS

1. Register and schedule an evaluation for your child via our website. When prompted, please let us know you are using Charter Funds to pay for classes.
2. Log into Procurify and Request a New Order.
3. Select "Add from Catalog" then use the search bar to find Bakersfield Gymnastics Academy.
4. Choose your student's class option and add to your order. Complete the remaining order fields as usual. Be sure you sign Heartland's Waiver to allow your child to enroll with us as a vendor.
5. Your order will be processed by Heartland and BGA will be notified that your student has funds approved for use.

Contact Us

Program Questions:

Emily@Bakersfield.Academy

Billing or Drop Requests:

Danielle@Bakersfield.Academy

BEFORE YOU PLACE YOUR SERVICE ORDER IN PROCURIFY

- Visit our website, create an account, and schedule an evaluation for your child.
- Consider your child's start date. Most service orders are placed for the next calendar month.
- Be sure you have enough funds in your Student Account to cover the Service Order.



FRIENDLY REMINDERS

- Services rendered that are unpaid by Student Planning Funds are the responsibility of the family to pay via their card on file.
- Classes run on continuous enrollment. "Taking a break" and drop requests must be submitted via email by the 20th of the month to avoid tuition fees being processed.