



May 25, 2021

Payment Instructions

For Liftoff Learning Courses & Tutoring

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PAYMENT POLICIES:

Due Date: In general, payment for classes is due with registration. Full year classes can be paid 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 four payment methods in preferred order: Zelle (electronic), personal check, cash, and for an added fee and on a trial basis – Venmo (electronic). Due to the additional fees and complexity, Liftoff Learning does not accept other payment methods.

Zelle: This is a nationwide, frequently-used, straightforward, secure, no-cost, bank-based payment option which multiple families have recommended to me. Most banks/credit unions have Zelle available directly from their website – simply follow your institution's Zelle directions. If your bank /credit union does not have Zelle, 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.
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 tutoring session. All tutoring payments are logged into the tutoring records page within the student's OneNote tutoring notebook.

Venmo: Venmo is widely used to transfer funds between two individuals. However, according to the Venmo legal fine print, even though I am just one person receiving payment, I am required to use a business account. Unfortunately, this results in an added fee and significantly greater administrative overhead for me that the other payment options do not incur. So, if you choose to use this method, **please add \$20 per transaction to your total** to cover the fees this method requires.

1. Using Venmo – see the following websites:
 - a. <https://venmo.com/send-receive/start/>
 - b. https://www.youtube.com/watch?v=iTbQvWfVNB0&ab_channel=Howfinitly
2. Send payment to the business Liftoff Learning within Venmo (Venmo ID = @LiftoffLearning)
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 send the rest including the \$20 added fee.
4. The Venmo money transfer records serve as the receipt of payment.