LŪMINÉ ACADEMY
Lūminé Press, LLC
www.luminepress.com • ASK@luminepress.com



ENROLLMENT CONTRACT & ACADEMIC POLICIES

2026–2027 Academic Year

Enrollment Agreement

This Enrollment Contract ("Agreement") establishes the terms and conditions governing enrollment in Lūminé Academy for the 2026–2027 academic year.

By electronically signing this Agreement, the Parent or Legal Guardian acknowledges that he or she has read, understands, and agrees to abide by the policies described herein.

Enrollment is not considered complete until all of the following have occurred:

- this Agreement has been electronically signed;
- the student's application has been accepted; and
- all required tuition payments or approved payment arrangements have been received.

Educational Partnership

Lūminé Academy believes education is most effective when parents and the Academy work together in a spirit of mutual respect and shared responsibility.

Parents remain the primary educators of their children.

The Academy agrees to provide thoughtful instruction, meaningful feedback, organized learning experiences, and reasonable communication throughout the school year.

Parents agree to encourage consistent participation, support classroom expectations, communicate respectfully, and partner with the Academy in helping their student succeed.

Enrollment Documents

The Parent acknowledges having reviewed the following documents prior to signing this Agreement:

- Tuition, Enrollment, and ESA Guide
- Parent Handbook
- Live Cohort Handbook
- Statement of Faith & Pedagogical Convictions
- Lūminé Academy Academic Calendar

These documents are incorporated into this Agreement by reference.

Tuition & Payment

Tuition amounts are published annually in the Tuition, Enrollment & ESA Guide.

By signing this Agreement, the Parent accepts responsibility for payment according to the selected enrollment option.

Accepted payment methods include approved electronic payment systems made available through the Academy.

Failure to remain current on payment obligations may result in temporary suspension of course access until the account returns to good standing.

Live Cohort Enrollment

Live Cohorts are intentionally limited to twelve students.

Acceptance reserves one of a very limited number of available seats.

Parents understand that declining enrollment after acceptance may prevent another family from participating.

ESA Funding

Families utilizing approved Education Savings Account (ESA) funding programs acknowledge that enrollment becomes active only after all required funding has been approved and received.

Seats may be reserved while ESA funding is being processed, provided the funding process is initiated within five calendar days of the acceptance email. Funding must be completed no later than five calendar days before the first class meeting unless other arrangements have been approved by the Academy. If funding has not been received by the applicable deadline, the Academy may offer the reserved seat to another applicant.

Withdrawal & Refund Policy

The Parent acknowledges that Live Cohort enrollment reserves one of a very limited number of available seats.

Accordingly:

- Tuition refunds are available only through the published withdrawal deadline described in the Tuition, Enrollment, & ESA Guide.
- After the published withdrawal deadline, tuition becomes non-refundable.

This policy exists because replacement enrollment becomes increasingly difficult once the academic year has begun.

Attendance

Students are expected to participate regularly according to their enrollment option.

Reasonable absences may occur because of illness, family emergencies, or unforeseen circumstances.

Parents are asked to notify the Academy when their student will be absent from a Live Cohort class.

Students who miss a Live Cohort class are expected to watch the class recording, when available, before attending the next scheduled class.

Technology

Parents are responsible for providing appropriate technology necessary for participation.

Minimum requirements include:

- reliable Internet access
- desktop or laptop computer
- webcam
- microphone
- current web browser

Technical difficulties beyond the Academy's control do not constitute grounds for tuition refunds.

Academic Integrity

Students are expected to complete their own work honestly.

The Academy reserves the right to investigate suspected plagiarism, unauthorized collaboration, or inappropriate use of artificial intelligence or other outside resources.

Classroom Conduct

Students are expected to conduct themselves in a manner consistent with the mission and values of Lūminé Academy.

Behavior that substantially interferes with instruction or the learning of others—including harassment, bullying, intimidation, discriminatory remarks, profanity, repeated disruption, or other inappropriate conduct—may result in disciplinary action.

Depending upon the circumstances, disciplinary action may include:

- conversation with the student,

- communication with parents,
- temporary suspension,
- or dismissal from the Academy.

Because every situation is unique, the Director reserves the discretion to determine the appropriate response after considering the circumstances of each incident.

Appropriate Educational Placement

Lūminé Academy strives to serve a wide variety of learners. Because instruction occurs in small discussion-based cohorts, the Academy cannot guarantee that every student's educational, behavioral, or learning needs can be appropriately supported within the program.

If, after enrollment, it becomes evident that the Academy is unable to provide an appropriate educational environment for a student without substantially affecting the learning experience of other students or requiring services beyond those the Academy is able to provide, the Academy reserves the right to withdraw the student's enrollment.

Any tuition adjustment resulting from such a withdrawal shall be determined solely at the discretion of the Academy based upon the circumstances involved.

Intellectual Property

All instructional materials produced by Lūminé Academy—including videos, curriculum, downloadable resources, assignments, graphics, illustrations, lesson recordings, and digital content—remain the intellectual property of LUMINE PRESS LLC unless otherwise stated.

Enrollment grants a limited, non-transferable license for personal educational use only.

Materials may not be copied, redistributed, uploaded, publicly shared, resold, or incorporated into other educational products without prior written permission.

Recording Policy

Parents understand that Live Cohort sessions are ordinarily recorded for educational purposes.

Recordings are provided solely for enrolled students and their families.

Recording, redistributing, or publicly sharing Academy classes without written permission is prohibited.

Communication

Official Academy communication will normally occur through email and the Lūminé Student Portal.

Parents are responsible for maintaining current contact information and for reviewing Academy communications regularly.

Changes to Policies

Lūminé Academy reserves the right to make reasonable modifications to administrative procedures, schedules, technology platforms, and operational policies when necessary.

Whenever practical, families will receive advance notice of significant changes.

Changes will not alter tuition already paid or materially change the educational services purchased without appropriate communication.

Limitation of Liability

The Academy shall not be liable for interruptions caused by circumstances beyond its reasonable control, including but not limited to Internet outages, third-party platform failures, severe weather, governmental actions, or other unforeseen events.

Reasonable efforts will be made to restore services as quickly as practical.

Governing Law

This Agreement shall be governed by and interpreted in accordance with the laws of the State of Colorado, without regard to its conflict of laws principles.

Any legal action arising out of or relating to this Agreement, enrollment at Lūminé Academy, or participation in Academy programs shall be brought exclusively in the state or federal courts having jurisdiction in the State of Colorado. By enrolling, the Parent/Guardian consents to the jurisdiction of those courts.

If any provision of this Agreement is determined to be unenforceable, the remaining provisions shall remain in full force and effect.

Entire Agreement

This Agreement, together with the documents incorporated by reference, constitutes the complete understanding between the Parent and Lūminé Academy regarding enrollment for the applicable academic year.

No verbal statements or prior communications shall modify this Agreement unless confirmed in writing by the Academy.

Electronic Signature

By signing electronically, the Parent or Legal Guardian certifies that:

- all information provided during the application process is accurate and complete;
- the **Tuition, Enrollment & ESA Guide** has been reviewed and accepted;
- the **Parent Handbook** has been reviewed and accepted;
- the **Live Cohort Handbook** has been reviewed and accepted;
- the **Statement of Faith & Pedagogical Convictions** has been read and understood;
- the **Lūminé Academy Academic Calendar** has been reviewed;
- the Parent agrees to the policies contained in this Agreement;
- the Parent accepts financial responsibility for the selected enrollment.

Electronic signatures shall have the same legal effect as handwritten signatures.

Parent/Guardian Name: _____

Student Name: _____

Parent/Guardian Signature: _____

Date: _____