

ATTENDANCE POLICY STATEMENT FEES, CANCELLATION & PERSONAL VACATION

For private or semi-private students

A commitment for a full semester or for the remainder of the present semester (for late enrollees) is required to secure one's tutoring slot. Tuition may be paid in full for the semester, or tuition will be due in equal monthly payments by the tenth of each month for that semester. Any monthly payment received after the tenth of the month will be charged a late fee of \$10.

This payment schedule still applies each month even if a student is absent due to illness, personal vacation, or other reasons. Tuitions may be mailed or sent via an electronic bank draft to our address at 1512 Hackberry Lane, Machesney Park, Illinois 61115. Make-ups are scheduled for absences.

A verifiable emergency (with less than 24-hour notice) will be made up at no additional charge. Client must call to notify the tutor of the emergency. These are verifiable emergencies:

- Sudden illness of the student or parent/guardian who chauffeurs
- Transportation breakdown or accident
- Sudden hazardous weather
- Death in the immediate family

LESSON CANCELLATIONS

Please give at least twenty-four hours notice of your legitimate need to reschedule.

A "no-show" or a "same-day request to reschedule" for NON-EMERGENCIES will result in forfeiture of the prepaid tutoring fee. No refunds, credits, or free make-ups will be given.

In the event that your tutor must cancel a session, a make-up will be offered. Days will be scheduled into the semester's calendar for make-up sessions.



PERSONAL VACATION DAYS

Students who have been enrolled for the past three consecutive months qualify for one personal vacation day per tutoring semester. A forty-eight hours advance notice is required. (Tutoring semesters run **January through May, June through August, and September through December.**) Any additional tutoring sessions missed for personal vacation days must be paid for. This holds your child's place on the roster.

If possible, schedule personal vacation days around your tutor's posted break weeks.

SUPPLIES & BOOKS

Each student is required to purchase necessary books or supplies as specified for the course chosen. Check with the instructor for particulars prior to the beginning of tutoring.

I have read the above policy and agree to abide by all of its terms

Signature

Print

Date



STUDENT APPLICATION

Name Age Birthdate

Attending School Grade

Tutoring Term Fall/Winter Spring Summer Year 20_____

Tutoring Type Private Tutoring Semi-Private Tutoring

Student Phone | if applicable Student Email | if applicable

Preferred Day ___ Monday ___ Tuesday ___ Wednesday ___ Thursday ___ Friday
Please mark the schedule to request your first, second, and third choices.

Preferred Time Mornings Early Afternoon Late Afternoon

PARENT/GUARDIAN INFORMATION

Parent/Guardian Name Phone

Email Address

Additional Parent/Guardian | if applicable Phone

Email Address

Address City State Zip



KEEP THIS COPY

For personal records

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