FALL SPRING SUMMER 201

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**PARENTS/ GUARDIANS:** *Please read these terms and conditions carefully so you are aware of our tutoring policies. If you have questions concerning any of our terms and conditions, please contact us before signing. Once you understand and agree to these statements, sign your name where indicated. If you would like a copy of this paper for your records, please let us know at the first session.* **Be reminded that a completed registration form, a signed Terms and Conditions sheet and a $100 ($50) prepayment is required for tutoring service to begin**. Thanks.

 1.Weekly tuition rates: **$50**/ hour **$28**/ 30 min *Summer Special:* ***$90****/ two hours*

 2.Tuition will be billed on a monthly basis. **Payment is due on the first session** of each month.

 3. INSPIRED LEARNING reserves the right to fill any session time **left unpaid one week after the**

 **monthly tuition is due**.If more time is needed, half of the tuition must be paid by the due date to

 continue tutoring service.

 4. **Payment options:**

 *CHECK*: Checks should be written for the amount on the monthly tuition statement and payable to

 “**Inspired Learning**” or the **tutor name** (if designated on the statement).

 *CASH*: Cash should be placed in a sealed envelope with “**Monthly Tuition”** written on the front.

 5.A **$25** **charge** will be added to the next month’s tuition for **returned or bounced checks**.

 6. **No refunds** will be issued, only *credits* to the next month’s tuition statement.

 7. **NEW STUDENTS**

a. **Sessions schedules are set upon prepayment of $100**. For half hour sessions the prepayment is

 $50. We accept cash or checks made out to “INSPIRED LEARNING.”

 b. This amount will be deducted from the first monthly tuition statement.

 8.Tutoring service comes in three terms: **one semester** (fall, spring, summer), **two semesters** (a full

 academic year) or **until the problem(s) is (are) solved**.

 9.A **one-month** **notice** must be given prior to termination of tutoring services. *No refunds will be given*

 *for students who do not finish their last month.*

10.Parents/ guardians should notify us of any cancellation **at least 24 hours** in advance. Payment is still

 expected for any session for which the student does not appear or which was canceled less than 24

 hours. *Only sessions canceled at least 24 hours in advance will be rescheduled or credited to the next*

 *month’s tuition statement.*

11. If your child is willingly disobedient, disrespectful, or refuses to comply with our tutoring agenda,

 parents/guardians will be notified and expected to come pick up the student **immediately**.

12.If a situation arises that needs consultation, parents/ guardians should immediately contact us at **(985)**

 **640–5990** and advise us of the problem.

I have read and agree to the **Terms and Conditions**.

Date

Parent/ Guardian Signature



TERMS AND CONDITIONS