

THE HOMEWORK CLUB BILLING, REFUND, AND CANCELLATION POLICIES

The Homework Club is a month-to-month program.

Minimum billing is one month's session.

Most students need at least one month to show improvement in their study skills and academic performance.

Billing occurs, in advance, one time per month. You will receive an e-mailed invoice at least 2 days before you need to pay the invoice. Please note the due date on your invoice when you receive it.

IF PAYMENT IS NOT RECEIVED ON THE DUE DATE INDICATED ON YOUR INVOICE, THERE WILL BE A \$25 LATE FEE CHARGED TO THE FOLLOWING MONTH'S INVOICE.

Students are automatically enrolled for the next month.

Parents are responsible for keeping track of their student's make up days.

To cancel enrollment for the next month, please call (408) 264-4927 or email jenberrytutoring@gmail.com before the end of the current month.

Please contact us before the last week of the current month if you wish to change your child's schedule. For example, if you know your child will have a doctor's appointment on a Tuesday, and will not be able to attend Homework Club, I can make that adjustment on the invoice before I send it out. This is very important since we hire tutors according to the number of students we will have in Homework Club that month.

Reminder: Payment due dates will be included on each month's invoice and a late charge will be incurred for late payments.

FEES

\$20 one time, non-refundable, registration fee

\$25 for Session 1 **OR** Session 2: Assisted Homework - One hour session

\$50 for Session 1 **AND** 2: Assisted Homework - Two hour sessions

PAYMENTS

- Cash
- Check
- Visa/MasterCard/American Express/Discover

You can choose to send your check or cash with your child to Homework Club, mail it to me, or drop it off in Mr. Berry's box in the SAO.

PLEASE MAKE ALL CHECKS PAYABLE TO: THE KING'S ACADEMY

IN THE MEMO LINE YOU MUST WRITE: HOMEWORK CLUB

If you would like to pay by credit card or set up an automatic monthly payment plan, please email me or see me at the end of Homework Club.

REFUNDS AND MAKE-UP DAYS

REFUNDS AND CREDITS ARE NOT GIVEN.

Please make up all missed classes within one month. If your child is ill and misses a session, or if you and your child have an important conflicting appointment, please claim a make up day. There's no need to telephone or email – your child should simply attend an additional session. Make up days work on the honor system: please bear in mind that sport practices, social engagements, and nice weather are not acceptable reasons to miss sessions and claim make up days!

**** IF YOUR CHILD'S SCHEDULE CHANGES PERMANENTLY, PLEASE CONTACT US** so that we can arrange a new Homework Club schedule. Homework Club hires staff for the expected number of students per month/week. It's important for your student to keep his/her registered schedule so that all students receive sufficient personal attention. Students who arrive late or leave early will be charged for the entire session; punctuality is important to build time management skills.

Missed classes for Session 1 can be made up during the first or second hour. Missed classes for Session 2 Tuesdays and Thursdays; please contact me if your child was ill or there was a family emergency. I can't give credit for last minute changes in schedules for sports, school, and family activities since I hire tutors according to the number of students we have at the beginning of the month.