



SAT/ACT Prep Company Policies

- ✓ Payments must be made in full prior to the start of the first class.
- ✓ All bounced checks will incur a fee of \$45.
- ✓ All payments and deposits are non-refundable or transferrable.
- ✓ Any services rendered are considered a contractual obligation to pay all fees associated with that service.
- ✓ All course materials must be brought to each session.
- ✓ Students are responsible for all homework.
- ✓ Students must arrive on time to all class sessions.
- ✓ The teacher makes no promises or warranties with regards to a student's performance as a result of any tutoring provided.
- ✓ No cell phones or electronic devices are permitted.
- ✓ No food is permitted inside the facility for the health and safety of our students.
- ✓ Elite Tutoring Academy aims to provide its community with a secure environment, which is enhanced by using 24 hour video surveillance systems (VSS) technology to monitor its facility.
- ✓ By enrolling, you agree that your child's participation may be videotaped and/or photographed for use in marketing on our website, social media accounts, or print.
- ✓ Elite Tutoring Academy recognizes the importance of keeping the personal information we collect private. We do not provide any of your information to other companies or organizations for any reason.

● **Group Class**

- ✓ Class schedule is the responsibility of the student as sessions may change due to unforeseen circumstances. Please check for weather delays or cancellations.
- ✓ Attendance is mandatory in order to fulfill course expectations. No makeup classes will be given.
- ✓ Disruptive behavior will not be tolerated. If any student is disruptive, he/she will not be allowed to continue in the class and payment will not be refunded.

● **Private Tutoring**

- ✓ Attendance is mandatory in order to fulfill course expectations.
- ✓ Any sessions cancelled within 24 hours will be forfeited.
- ✓ An e-mail/text and a phone call are required for all cancellations.
- ✓ To ensure that your time is respected, as well as the time of other students, appointments will promptly begin at their pre-scheduled time regardless of the time of your arrival. No adjustment to fees shall be made for time lost because of late arrival by the student or by early termination of session by the student.

The Client shall pay Elite Tutoring Academy for services rendered in accordance with the rates agreed upon. This agreement constitutes the entire understanding between the parties with regard to the subject matter. Please be informed that this document is considered a legal binding contract with Elite Tutoring Academy.