



1. A Grade Ahead enrollment is month-to-month. There are no refunds if you cancel during the middle of a month; however, if you wish to cancel at the end of a month, there is no termination fee as long as you provide notice by the required deadline as stated in #5.
2. A Grade Ahead provides full satisfaction to its customers. If you are dissatisfied with the program after your child's first class, **a full refund will be issued minus the Registration Fee.**
3. A Grade Ahead tuition fees are payable for the whole month regardless of attendance, unless you request a break for the whole month or you are a new customer starting in the middle of a month, in which case the tuition will be prorated for that one instance.
4. The program tuition must be received in advance no later than the 15th day of the month prior. For example: Tuition for July is due no later than June 15th. If tuition payment is not received by the 15th day of the month prior a booklet will not be ordered for the month which the tuition was not received. In this case the material will be printed by us once payment is received.
5. **Notification of a student's break or termination from the program must be made in advance on or before the 13th day of the month prior. A \$10 administrative fee per booklet will be charged if parents request a break or termination after the 13th day of the month prior.** For example: To request a break for August, you must notify the office by July 13th.
6. **Three months of break** are allowed in **one calendar year**. If you exceed three months of break in a calendar year, you must re-register your child, which includes paying the registration fee again. **If a student does not attend class for more than one month, we cannot hold his or her spot in class.** He or she will be removed from the schedule and you will be able to re-schedule into an open class one month before he or she is due to return.
7. Classes will start at their scheduled time. If a child is more than 10 minutes late they **may not** be able to enter the classroom. Material will be available for students to work on at home or a make-up class may be scheduled subject to availability.
8. **Make-up Classes:** The student may attend a make-up class in the **same week as the regular class**. If the student is unable to attend the scheduled make-up class or one is not available, he/she will be provided the worksheets for that week. If class is cancelled due to severe weather conditions, no make-up class will be held, but material will be available for pick up when the office re-opens.
9. **All minors, students and siblings, must be supervised by a parent or guardian if they are not in class. A \$10 fee per child will be added to your account should you leave your child in our office unsupervised by a parent or guardian for more than 10 minutes. The fee goes up to \$20 for 30 minutes or more.**
10. **Our main form of communication is through e-mail. Please add centralohio@agradeahead.com to your list of accepted senders. All notices about payments, breaks and holidays will be sent via e-mail.**
11. Classes will not be held for five separate weeks during the year: Spring Break, Summer Break, Labor Day Break, Thanksgiving Break, and Winter Holiday. Material will be provided for some breaks. Tuition is not prorated for break weeks. These typically land in a month with 5 weeks.
12. **All material is solely owned by A Grade Ahead, Inc. No one may copy or distribute the material without the consent of A Grade Ahead.** Violators will be terminated from the program and legal action may be taken. Terms & conditions are subject to change.
13. A Grade Ahead reserves the right to charge additional fees for items including but not limited to: requesting a break after the payment due date, requesting a replacement booklet, additional materials outside of what is included in the regular tuition, and credit card refunds.



Terms & Conditions

- 1. Automatic Payments:** Payments will automatically be deducted on the 15th day of the month prior to each month for the six months of enrollment, with \$10 discount per student, per subject, using the credit card listed below.
- 2.** Expired contracts will be placed on automatic payment at the regular price, unless you renew your contract or make other changes to your account before the 15th of the month prior. You will be informed via email when your contract ends.
- 3. Only one break of one month** will be allowed during each six month contract. Taking a break will extend the length of your contract by one month, but you will still only be making six payments. Notice of break must be provided as set forth in the registration form. *Example: If you are on a contract for January – June, a break of one month will extend the contract to January – July.*

**If you have reached the maximum number of breaks for the year, you will not be allowed to take any breaks during the six month contract.*

- 4. Early termination of the contract:** The following will constitute early termination of the contract:
 - Transfer from one subject to another
 - Transfer from one child to another
 - Taking more than one month of break (if a break is allowed)
 - Stopping a subject, or stopping the program prior to fulfilling the full six months
- 5. Penalty for early termination of the contract:** All of the following will be charged for early termination of the contract, using the credit card listed below.
 - Amount of all discounts received during the months of contract enrollment.
 - An early termination fee of \$25 will be charged per subject, per student; and
 - Any other applicable fees (e.g. administrative, handling, transaction).

Example: A contract is for one child, for one subject. The contract is terminated after 4 months. Discount received during this period is \$40 (\$10 per month). \$65 (\$40 in discounts plus \$25 for early termination) will be charged using the credit card listed below.