



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 15<sup>th</sup> day of the month prior. For example: Tuition for July is due no later than June 15<sup>th</sup>. If tuition payment is not received by the 15<sup>th</sup> 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 13<sup>th</sup> day of the month prior. A \$10 administrative fee per booklet will be charged if parents request a break or termination after the 13<sup>th</sup> day of the month prior.** For example: To request a break for August, you must notify the office by July 13<sup>th</sup>.
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](mailto: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.



# AUTO PAYMENT AUTHORIZATION



I authorize A Grade Ahead, Inc. to automatically charge my credit card the monthly fee for the program for my child(ren), and any fees incurred in connection therewith. My credit card will be automatically charged on the 15<sup>th</sup> day of the month prior to each month of enrollment. I agree to contact A Grade Ahead on or before the 13<sup>th</sup> day of the month prior for any questions or changes regarding my billing.

**Account changes made after the 15<sup>th</sup> may result in a transaction fee of \$5 per child.  
The balance will be refunded or credited to your account.**