



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 fees are payable for the whole month regardless of attendance, unless you request a break or start the program for the very first time.
4. The program fee should be received in advance no later than the 20<sup>th</sup> of the month before, regardless of attendance. *For Example: Tuition for July is due no later than June 20<sup>th</sup>.* **A late fee of \$25 per child is strictly enforced if payments are not received by the due date.**
5. **Notification of a student's break or termination from the program must be made in advance before the 20<sup>th</sup> of a month. A \$25 administrative fee per booklet is due if parents request a break after the 20<sup>th</sup> of the month prior.** *For example: To request a break for August, you must notify the office by July 20<sup>th</sup>.*
6. A break of **three months** is 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.
7. Classes will start at their scheduled time. If a child is more than 10 minutes late they **will 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. **Private tutoring** students must provide 24-hours notice when cancelling a session. Tuition fees will only be credited if proper notification is provided.
11. **Our main form of communication is through email. Please add [edison@agradeahead.com](mailto:edison@agradeahead.com) to your list of accepted senders. All notices about payments, breaks and holidays will be sent via email.**
12. Classes will not be held for six separate weeks during the year: Spring Break, Summer Break, Labor Day Break, Thanksgiving Break & a 2-week Winter Holiday Break. Review material will be distributed during the preceding week for some breaks. Tuition is NOT prorated for break weeks. These normally land in a month with 5 weeks.
13. **All material is solely owned by MathWizard, Inc. A Grade Ahead is a Registered Trademark of MathWizard, 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.
14. 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 20<sup>th</sup> day of the month prior to each month of enrollment. I agree to contact A Grade Ahead on or before the 20<sup>th</sup> day of the month prior for any questions or changes regarding my billing.

**Cancellation of the program after the 20<sup>th</sup> will result in a transaction fee of \$25 per child. The balance will be refunded to your account.**