

# TERMS AND CONDITIONS



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 15<sup>th</sup> of the month before, regardless of attendance. For Example: Tuition for July is due no later than June 15<sup>th</sup>. **A late fee of \$5 per week, 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 15<sup>th</sup> of a month. A \$10 administrative fee per booklet is due if parents request a break after the 15<sup>th</sup> of the month prior.** *For example: To request a break for August, you must notify the office by July 15<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.**
10. **Private tutoring** students must provide 24-hour notice when cancelling a session. Tuition fees will only be credited if proper notification is provided.
11. **Our main form of communication is through e-mail. Please add frisco@agradeahead.com to your list of accepted senders. All notices about payments, breaks and holidays will be sent via e-mail.**
12. Classes will not be held for four separate weeks during the year: Spring Break, Summer Break, Thanksgiving Break & a-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.

# PAYMENT AUTHORIZATION FORM



I authorize A Grade Ahead, Inc. to automatically charge my credit card the monthly fee for the program for my child. My credit card will be charged on the 15<sup>th</sup> of the prior month (if Auto Pay is checked below). I agree to contact A Grade Ahead by the due date for questions regarding my billing and/or stopping the auto payment.

**Cancellation of the program after the 15<sup>th</sup> will result in a transaction fee of \$15 per child.  
The balance will be refunded if Auto Pay is checked.**