

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 15th of the month before, regardless of attendance. For Example: Tuition for July is due no later than June 15th. **A late fee of \$5 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 13th of a month. A \$10 administrative fee per booklet is due if parents request a break after the 13th of the month prior.** *For example: To request a break for August, you must notify the office by July 13th.*
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 e-mail. Please add mason@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 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.

PAYMENT AUTHORIZATION FORM



I authorize A Grade Ahead, Inc. to automatically charge my credit card the monthly fee for the program for my child. STUDENT NAME: _____. My credit card will be charged on the 15 th of the prior month. (If Auto Pay is checked below.) I agree to contact A Grade Ahead at least 2 days before the due date for questions regarding my billing and/or stopping the auto payment.

Cancellation of the program after the 13 th will result in a transaction fee of \$5 per child.
The balance will be refunded if Auto Pay is checked.