



NOTICE TO PARENTS

TUITION

- **\$25.00 nonrefundable annual registration fee per student.**
- The monthly tuition is paid in advance. Due by the 1st of the current month.
 - *Ex: February's monthly tuition is due on or before February 1st.*
- If you fail to pay your child's tuition in a timely manner, your child will not be able to attend [Titans Tutoring](#) sessions.

PAYMENT

Bills will be sent on the 1st and 16th of every month that the student(s) receives tutoring from us. Payments will be sent via Intuit Payment Network or through personal checks made out to **The Ivy League Academy**. Due dates will be included on all invoices/bills sent to the clients. If payment is past due by 28 days, every 28 days we will add an interest rate of 10%.

***Homeschool Tuition:** we require 3 months' advance prepayment for our tutoring programs.

CANCELLATION OF LESSONS BY STUDENT

The Student may cancel tutoring by giving at least 24 hours' prior notice to the Tutor in which case no tuition fees will be incurred. If a student fails to show up to a tutoring session without notifying the tutor, or if the student notifies the tutor after the tutor has already driven to the tutoring location, the student's/parent's shall be charged for that tutoring session at the full rate. **No make-up lesson if student or parent did not notify the center at least 24 hours.**

CANCELLATION OF LESSONS BY TUTOR

The Tutor may cancel lessons by giving 24 hours' prior notice to the Student and/or Parent. Where a lesson was pre-paid, the Tutor shall reschedule the appointment at a time agreeable to both parties. If no agreement is made, the Student shall be refunded the lesson(s) missed

MAKE-UP CLASSES

Please note that when you pay to reserve a spot for your child in a class, we are holding that spot for you whether you come or not. Other student may be turned away because a class has reached the maximum that we allow to ensure proper student: teacher ratio. Regular attendance is strongly enforced so that your child will receive the maximum benefits and value from the program. There is no prorating, makeup or refunds for missed classes. **There is only one make-up session per month for our 1:1 program, which will be held on Friday. The make-up session will be in a group setting for all students that missed their schedule session.**

LATE ARRIVAL

Fees are calculated according to the times stipulated in the schedule and no adjustment shall be made for time lost because of late arrival by the Student. Any lost time, because of the late arrival of the Tutor, shall be compensated for by extending a lesson by mutual agreement and by such amount of time that was lost.

HOLIDAYS

Legal Holidays are included in the after-school programs tutoring tuition (some exclusions apply to 1:1 private tutoring sessions). Titans Tutoring will be closed for:

- | | | |
|-------------------|--------------------|----------------------------|
| • New Year's Day | • Memorial Day | • Thanksgiving |
| • President's Day | • Independence Day | • Christmas / Spring Break |
| • Easter Monday | • Labor Day | |

In addition, Titans Tutoring will also be closed the day after Thanksgiving and the day after Christmas. Tuition is due and payable for these days.



OBLIGATIONS OF THE TUTOR

- The Tutor undertakes to structure lessons in such a way as to optimize time to the benefit of the Student.
- The Tutor shall keep confidential all information of the Student and shall contact other parties involved in the education of the Student only if given permission by the Student or Parents to do so.
- The Tutor shall not assign any of his/her duties or obligations under this tutoring contract to a third party without the permission of the Student or Parent.
- The Tutor shall at no time be required or obliged to execute homework or assignments on behalf of the Student.

OBLIGATIONS OF THE STUDENT

- The Student undertakes to assist the Tutor in identifying problem areas in which the Student needs specific tutoring.
- The Student agrees that assignments, exercises or homework form an integral part of tutoring and undertakes to complete such work in a timely manner.

OBLIGATIONS OF THE PARENT/GUARDIAN

- The Parents/Guardians should be present during tutoring sessions if the student is a minor (under 18 years of age).
- Parents/Guardians should ensure that Students attend all tutoring sessions on time.
- Parents should make sure to give the Tutor 24-hour prior notice if they need to cancel / reschedule a tutoring session.
- Parents/Guardians (if the student is a minor) must initial the Daily Activities Sheets, after every tutoring session, confirming that tutoring took place on the date and time listed on the Daily Activities Sheet.

NO GUARANTEES OR WARRANTIES

Titans Tutoring makes no promises or warranties with regards to a Student's performance as a result of any tutoring provided. The company goal is to help the student succeed and we will provide the necessary steps, materials, tools and help to ensure that the students benefits at our tutoring center. It is up to the student along with the parent's assistance to do his/her part by completing school homework assignments, setting time aside to complete tutoring work sheets, study for quizzes and test.

WHOLE AGREEMENT

This agreement constitutes the entire understanding between the parties with regard to the subject matter thereof and the parties waive the right to rely on any alleged expressed or implied provision not contained herein. Any alteration to this agreement must be in writing and signed by both parties.

MINORS

Where the Student is a legal minor, the Parent/Guardian shall enter into this tutoring contract on behalf of the Student and shall accept and agree to all the terms and conditions contained herein on behalf of the Student. The Parent/Guardian must also always be present during tutoring sessions.

ABSENCES

Students will be allowed a period of absence not to exceed one month per calendar year. Students reported as absent for more than one month in a calendar year will be considered un-enrolled. Students whose status is un-enrolled will be assessed a registration fee when re-enrolling. To further clarify, any absence longer than one month will require the child to be re-enrolled as a new student requiring a payment of a new registration fee.

KEEP FOR YOUR RECORD



PLEASE INCLUDE THIS PAGE IN YOUR APPLICATION

WITHDRAWAL

Advanced thirty days' (30) written or type notice is required to withdraw.

NATURAL DISASTERS/SAFETY

In the event of a natural disasters (earthquake, fires, flooding, landslides, winter storms, and tsunamis) the students, teachers and parents will meet in front of the church parking lot. Students are only allowed to be by the classrooms area and are not allow to be by the stairs or behind the classrooms.

LIABILITY

Titans Tutoring is not a day-care center. They cannot provide child care services. Parents and guardians are advised that each child's study session varies in length according to the time it takes to complete the day's assignment. If, in the parent's or guardian's determination, a child is not old enough to go to and from the Center on his/her own, the parent/guardian is responsible for assuring the child's arrival and departure. Titans Tutoring is not responsible for ensuring that any child stays on the premises.

Initial: _____

The parent/guardian shall be liable for any damages and injuries caused by their child to other person and the center, Titans Tutoring and the church grounds. The parent agrees to hold harmless, defend, and indemnify Titans Tutoring, the church and its instructor (s). The instructor is not liable for any Titans Tutoring student outside the Center facility before the student enters or after the student leaves the Center.

Initial: _____

In the event that the child requires emergency medical care. I grant permission for the instructor or director to transport the child to the nearest source of emergency service. It is understood that the parent will assume financial responsibility for all costs incurred for treatment, ambulance and/or hospital care.

Initial: _____

Any photos, recorded (audio or video) and written materials created for an/or during class are property of Titans Tutoring and may be used for promotional purposes at the discretion of Titans Tutoring.

Initial: _____

In the case of an accident occurring on the center, Titans Tutoring and the church grounds, the center, Titans Tutoring and the church will assume no liability.

Initial: _____

MISCELLANEOUS

Copyright - Titans Tutoring worksheets and materials are copyrighted material, subject to U.S. copyright law. Any reproduction (including photocopying) reuse or distribution of the Titans Tutoring worksheets and materials is expressly prohibited. Violators will be liable to the fullest extent of the law.

Not a Child or Dependent Expense - Titans Tutoring tuition does not qualify as child care or dependent care expense. Therefore, parents should not attempt to claim it as a tax credit or for reimbursement via a flexible spending account. Instructors are not required to provide their social security numbers or employer identification numbers for this purpose.

This Notice sets forth certain current policies; however, these policies may be changed or modified by us as circumstances require.

I agree with the above statements and would like my child to be enrolled in the Titans Tutoring Center.

Parent's Name (please print)

Parent's Signature

Date



TUTORING PROGRAMS

Homework Club – Grades K-8th	
<p>Our 2-hours homework club program is designed for students from Kindergarten – 8th grade. Students receive homework assistance and are provided with a rich learning environment in a classroom type setting.</p> <p>*There is no makeup session for homework club program</p>	
Days per week	<input type="checkbox"/> 4-Days <input type="checkbox"/> MONDAY - THURSDAY
Time Slot	<input type="checkbox"/> 3:30PM - 5:30PM <input type="checkbox"/> 4:00PM – 6:00PM
Tuition	<input type="checkbox"/> \$180/4 WEEKS

Group Tutoring – Grades 9th-12th	
<p>Our 2-hours group tutoring program is designed for students from 9th – 12th grade. Students receive homework assistance, learn Quiz & Test Prep skills, additional help with multiple subjects, and are provided with a rich learning environment in a classroom type setting.</p> <p>*There is no makeup session for group tutoring program</p>	
Days per week	<input type="checkbox"/> 2-Days <input type="checkbox"/> 3-Days
Days	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday
Time Slot	<input type="checkbox"/> 3:30PM - 5:30PM <input type="checkbox"/> 4:00PM – 6:00PM
Tuition (4 weeks)	<input type="checkbox"/> 2-Days: \$250 <input type="checkbox"/> 3-Days: \$350



POWER Math Tutoring – Grades 9-12th	
Our 2-hours math tutoring are designed for students from 9th – 12th grade. Titans power math helps students grasp even the most difficult concepts in algebra, geometry, and precalculus, helping to ensure excellent grades. *There is no makeup session for power math tutoring	
Days per week	<input type="checkbox"/> 1-Day <input type="checkbox"/> 4:00PM – 6:00PM
Integrated Math	<input type="checkbox"/> Tuesday Math 1 & 2 <input type="checkbox"/> Thursday Math 3, Pre-calculus & Calculus
Tuition (4 weeks)	<input type="checkbox"/> 2 hours per week \$200

Advance Success Private 1:1 Tutoring - Grades K – 8th	
Effective custom tailored learning with individualized attention. Flexible and convenient scheduling. Our tutors are certified education professionals. Each tutoring session is 1 or 2 hours long. *Fridays are our makeup session, it will be in a group setting	
Day(s) per week	<input type="checkbox"/> MON <input type="checkbox"/> TUE <input type="checkbox"/> WED <input type="checkbox"/> THU
Time Slot	<input type="checkbox"/> 3:30PM <input type="checkbox"/> 4:30PM <input type="checkbox"/> 5:30PM <input type="checkbox"/> 4:00PM <input type="checkbox"/> 5:00PM <input type="checkbox"/> 6:00PM
Tutoring Subject	<input type="checkbox"/> Math <input type="checkbox"/> Reading <input type="checkbox"/> Other: _____
Tuition (4 weeks)	<input type="checkbox"/> 1 hour per week \$160 <input type="checkbox"/> 2 hours per week \$280

High School Success Private 1:1 Tutoring - Grades 9th – 12th	
Effective custom tailored learning with individualized attention. Flexible and convenient scheduling. Our tutors are certified education professionals. Each tutoring session is 1 or 2 hours long. *Fridays are our makeup session, it will be in a group setting	
Day(s) per week	<input type="checkbox"/> MON <input type="checkbox"/> TUE <input type="checkbox"/> WED <input type="checkbox"/> THU
Time Slot	<input type="checkbox"/> 3:30PM <input type="checkbox"/> 4:30PM <input type="checkbox"/> 5:30PM <input type="checkbox"/> 4:00PM <input type="checkbox"/> 5:00PM <input type="checkbox"/> 6:00PM
Tutoring Subject	<input type="checkbox"/> Math <input type="checkbox"/> Reading <input type="checkbox"/> Other: _____
Tuition (4 weeks)	<input type="checkbox"/> 1 hour per week \$200 <input type="checkbox"/> 2 hours per week \$360



REGISTRATION FORM

Student's Name: _____ **Date of Birth:** _____

Address: _____

Cell Phone: _____ **Email:** _____

Desired date for attendance to begin: _____

School Name: _____ **Teacher's Name:** _____

Teacher's E-Mail: _____

Does your child have any **allergies** to foods, animals, medications, etc.? **Yes** / **No**

If YES, please describe: _____

Parent/Guardian (primary): _____

Address: _____

Cell Phone: _____ **Work Phone:** _____

Email: _____

Employer: _____ **Occupation:** _____

Parent/Guardian: _____

Address: _____

Cell Phone: _____ **Work Phone:** _____

Email: _____

Employer: _____ **Occupation:** _____

Billing Information

Pay By: Check | Credit Card* | PayPal* | Other/Cash

*There is a 3% processing fee for all Credit Card and PayPal transactions.

Check here if billing info is same as above.

Name: _____

Address: _____

Cell Phone: _____ **Email:** _____

Credit Card #: _____ **Expiration Date** _____ **CVC:** _____

Check here for automatic monthly billing.

How did you learn about Titans Tutoring?

Facebook Yelp Instagram Google Craigslist Friend/Relative

Other, please explain: _____