THE HOMEWORK CLUB BILLING, REFUND, AND CANCELLATION POLICIES

The Homework Club is a month-to-month program. Minimum billing is one month's session.

Most students need at least one month to show improvement in their study skills and academic performance.

Billing occurs, in advance, one time per month. You will receive an e-mailed invoice at least 2 days before you need to pay the invoice. Please note the due date on your invoice when you receive it.

IF PAYMENT IS NOT RECEIVED ON THE DUE DATE INDICATED ON YOUR INVOICE, THERE WILL BE A $25 LATE FEE CHARGED TO THE FOLLOWING MONTH'S INVOICE.

Students are automatically enrolled for the next month.

To cancel enrollment for the next month, please call (408) 264-4927 or email jenberrytutoring@gmail.com before the end of the current month.

Please contact us before the 25th of the current month if you wish to change your child's schedule. This is very important since we hire tutors according to the number of students we will have in Homework Club that month.

Reminder: Payment due dates will be included on each month's invoice and a late charge will be incurred for late payments.

FEES

$20 one time, non-refundable, registration fee

$95 /week (3 hours)

PAYMENTS

- ➢ Cash
- ➢ Visa/MasterCard/American Express/ Discover

You can choose to send cash with your child to Homework Club.

All credit card payments are made through Intuit's Quickbooks link.

REFUNDS

REFUNDS AND CREDITS ARE NOT GIVEN.

Missed sessions will not be credited or refunded. You are responsible for payment of your monthly invoice whether or not your child attends.

** IF YOUR CHILD'S SCHEDULE CHANGES PERMANENTLY, PLEASE CONTACT US so that we can arrange a new Homework Club schedule. Homework Club hires staff for the expected number of students per month/week. It's important for your student to keep his/her registered schedule so that all students receive sufficient personal attention. Students who arrive late or leave early will be charged for the entire session; punctuality is important to build time management skills.