

After School Year 2020-2021 Payment Agreement

I, _____ enroll my child, _____, in iKlass Tutoring ,LLC

2020-2021 AFTER SCHOOL program. I agree to pay Full Tuition to iKlass tutoring, LLC located on 90-11 35th Avenue Jackson Heights, N.Y. 11372, for the payment plan chosen below, prior to the start of the 2020 School year in accordance with the terms and conditions in this contract, enrollment agreement.

STARTING DATE: ____/____/____ **Description of Program:**

Subtotal:	Due DATES	Sign and Initial/ Date	
Prorate/Discount: \$	WEDNESDAYS:	Select Days Attending:	
Balance: \$		REFER TO CALENDAR	
Initial Payment \$ _____	Due on Registration:		
1 ST Installment \$ _____	September 2, 2020		
2 nd Installment \$ _____	October 7, 2020		
3 rd Installment \$ _____	November 4, 2020		
4 th Installment \$ _____	December 2, 2020		
5 th Installment \$ _____	January 6, 2021		
6 th Installment \$ _____	February 3, 2021		
7 th Installment \$ _____	March 3, 2021		
8 th Installment \$ _____	April 7, 2021		
9 th Installment \$ _____	May 5, 2021		
10 th Installment \$ _____	June 2, 2021		

We ACCEPT payments in a form of **PERSONAL CHECKS and CASH ONLY**. If payment is made in a form of a check it has to be received three days prior registration. When making an installment with a check it can be made by due date. In order to ensure and secure pick-up/homework-help services payments are required to made on or before due date. If payment is not received on the due date your child will automatically be dropped from the program. In addition, if you have scheduled pick-up services with us, your child will not be picked up and arrangements will need to be made with your child's school.

Non-payment Policy:

A \$20.00 late payment fee is applied to payments received two days after the due date. If after these two days payment has not been received, student **will not be allowed to attend after school and receive any of the homework help services.** **All due dates are Wednesdays, the \$20 late fee will be applied if the payment is made on Friday of that week.**

Return Check Fee: Please note that any returned checks will incur a \$35 surcharge fee for all refund checks will apply. One-bounced check will result in future payments to be made only in the form of cash, money order.

Termination of classes will take place if fees are not paid on the due date.

Refund Policy:

- There is a \$50 non-refundable Administrative Fee for Registration.
- Refund is available before the 1st day of classes, minus the \$50 non-refundable Administrative Fee.
- After 1st day of classes, there is NO REFUND.
- There will be **NO REFUND GIVEN** if a problem develops in which the student must receive detention or expulsion due to any of the following:
Cursing, fighting, inappropriate behavior, punching, hitting, slapping or any other inappropriate physical and verbal action. Two warning can be given to a student. Third warning will result in dismissal from the program, refusal to wear a mask, breaking rules of social distancing etc.

There is NO REFUND GIVEN for

- **Absences or sick days missed CANNOT be refunded or switched.** This includes suspensions for non-payment, behavior and excessive late pick-ups. If a refund is given, it will **ONLY** be issued in the form of a bank check within 4 weeks.
- **Discounts**
 - **Promotional coupons can ONLY be applied towards the last payment of the full program. Coupons CANNOT be combined.**
 - Sibling discount is a \$20 OFF per month for Min 10 days registration. However, promotional coupons cannot be combined with the full payment or sibling discount.

LATE PICK UP POLICY:

All Students in After School Program must be picked up by 2:30/6:30PM. For every 5 minutes a parent/guardian comes in late, starting at 2:31/6:31PM parent will be charged \$1/minute. To avoid late fee pick up please arrange your schedule accordingly. First 2 times parent/guardian comes in late up to 10 minutes will be waived, more than 10 minutes the late policy will apply. Parent/guardian will need to sign the student out if picked up after 2:30/6:30pm.

Parent or an authorized adult will be required to sign the LATE PICK UP SLIP and that fee must be paid by the NEXT monthly due date. REFUSAL OF SIGNING OR PAYING LATE PICK UP FEE will resolve in an automatic dismissal from the PROGRAM and no refund will be given for any remaining days left.]

COVID 19 Regulations: We will be checking and recording students' temperature as they enter and as they leave IKLASS premises. Children must wear face coverings, children will need to keep their hands to themselves, and we will reinforce hand washing after main activities and will provide hand sanitizer, baby wipes and all necessary things to keep our students safe. Group size will not exceed 10 students.

I understand that if payment is not received by the above agreed dates, my child cannot be accepted into the program.

I agree to pay tuition for the 2020-2021 School year in accordance with the terms and conditions in this contract.

I acknowledge that I have read and understood the above terms as binding on both parties to this contract.

Parent FULL Name: _____ Signature: _____ Date: _____
Witness Signature: _____

***PLEASE NOTE: iKlass Tutoring, LLC, will NOT accept Enrollment unless the **contract, enrollment agreement, and student intake form** are signed by a parent/guardian.**