



“A” SUCCESS ACADEMICS, INC.

SCHEDULING/CANCELLATION POLICY

Effective September 1, 2012

Scheduling tutorial/mentoring sessions with “A” SUCCESS ACADEMICS, INC. means you concur with the terms and conditions set out in this document. Please be sure you have read and understood it clearly. Please ask for clarification of any points about which you are unsure.

SCHEDULING

All sessions must be scheduled by the authorized person/company who has an “agreement” with “A” Success Academics, Inc. In cases where tutorial sessions are administered to children, it is the parent/guardian, or the company to which billing is made, who is the client. **Children cannot schedule tutorial sessions.** Older children (15-18 years old) are welcome to request sessions as they are clearly capable of doing so, but this must be followed by a written or verbal request from the authorized person **before** the appointment can be confirmed and the session take place. **Please remember that a confirmed booking/schedule is a legal contract and the client is liable for all billing that comes from it.**

Please read and acknowledge the terms and conditions regarding cancellation requirements carefully, before booking/scheduling tutorial sessions.

CANCELLATION OF LESSONS BY STUDENT/CLIENT

The Student/Client may cancel a session by giving at least 24 hours prior notice to the Tutor in which case no session fees will be incurred. Sessions cancelled within 24 hours or not attended by the Student/Client without giving 24 hours prior notice to the Tutor shall be charged at the FULL RATE.

OR

Fees are based upon the Student's undertaking to attend all sessions as stipulated in the agreed schedule and no discount or refunds shall be given in respect of sessions not attended by the Student.

CANCELLATION OF LESSONS BY TUTOR

The Tutor may cancel sessions by giving 24 hours prior notice to the Student/Client in which case no fees shall be incurred. Where a session was pre-paid, the Tutor shall reschedule the appointment at a time agreeable to both parties.

I/we have read and agree to the terms and conditions of this policy outlined herein:

_____ Date: _____
Client/Parent/Company (*Please Sign*)

_____ Date: _____
Client/Parent/Company (*Please Print*)

_____ Date: _____
1. Student

_____ Date: _____
2. Student

_____ Date: _____
3. Student

_____ Date: _____
4. Student