

Accessible Learning Solutions, LLC

Prepayment and Cancellation Policy

Prepayment

Clients of Accessible Learning Solutions, LLC are **required to pay for sessions in advance on a weekly basis**. Clients will not be seen unless prepayment has occurred.

Cancellation Policy

If a client needs to **cancel a scheduled session**, cancellation must occur 24 hours in advance of scheduled session. If a client cancels less than 24 hours in advance, payment will not be refunded, or if not yet paid, will still be charged for this cancelled session.

If the tutor needs to cancel a scheduled session, every effort will be made to schedule a new agreed-upon session or money for the canceled session will be refunded in full or applied to a future session.

Clients need to give at least 2 week notice of **termination of services**. Anything less than 2 weeks notice will still be charged in full.

Late Arrival

The **fee for each session will remain in full regardless of time of arrival of the client**. The client will receive instruction for the time remaining in the scheduled session, but the session fee will remain at full amount.

No Show Policy

Clients who are not present for a scheduled session **after 15 minutes** from the start time will be considered a no-show, and payment will not be refunded.

Parent/Guardian Signature of Agreement:
