

Academic Ascents
Tutoring Policies

Payment:

Sessions will be billed at the end of every month. Payment is required within 2 weeks (14 days) of the invoice being sent. A reminder will be sent after two weeks. A late fee of \$50 will be applied when payment is not received within 30 days.

Attendance:

Consistency in attendance is crucial to achieving educational growth. Please make tutoring a priority when you commit to a tutoring schedule. Summer schedules will be confirmed by June 1st. Please let me know by June 1st of any planned absences you may have during the summer. The school year schedule will be set by September 1st and will remain consistent throughout the school year. Once again, please inform me at the start of each semester (September 1st & January 1st) of any planned absences. No tutoring will occur during school breaks including October break, Thanksgiving break, Holiday break, Winter break, March break or Spring break.

Cancellation Policy:

Any session canceled within 24 hours of the scheduled time will be billed for 50% of the cost of that session. When the student does not show up for a scheduled session, this is considered a no call/no show and the session will be billed for 100% of the cost of that session. Excessive cancellations may result in termination of services for your student.

Late Arrival & Pickup:

Prompt arrivals and pick-ups are essential. Appointments are tightly scheduled, and there are no supervised waiting areas. Sessions are scheduled in 1-hour blocks to maximize the students' growth. If a student does not show up within 15 minutes of the session start time, the tutoring session is canceled. Tutoring sessions are tightly scheduled so when a student arrives late, that time cannot be made up. Please plan to pick your student up at the originally scheduled time.

Scheduled Holidays and Vacations for 2019-20 School Year

*Tuesday, October 22nd-Monday, October 28th

*Monday, November 25th-Friday, November 29th

*Friday, December 20th-Friday, January 3rd

*Monday, February 17th-Friday, February 28th

*Tuesday, March 17th-Monday, March 23rd

Monday, April 13th-Friday, April 17th

*Please note the additional days that these scheduled breaks extend beyond the school district
scheduled breaks.