

ENRICHMENT PROGRAM POLICY

PALS Learning Center

692 Route 206 Suite 600, Hillsborough, NJ 08844
(908) 304-9020 - PALSHillsborough@gmail.com

Monthly tuition includes 4-sessions per subject.

- Please refer to the operating calendar in the below link to understand how the 4 sessions are organized for each calendar month. Operating Calendar: <https://palshillsborough.com/resources>

Attendance & Make-up Policy

- Student must attend their session at their scheduled day and time. Absence to class should be informed 48 Hours prior to the scheduled class unless there is an emergency or sickness.
- Makeup class must be scheduled by completing the **Request Make-up form** in <http://www.palshillsborough.com/resources>. Make-up sessions once scheduled cannot be rescheduled again and will forfeit if not attended.
- Only one make-up session within 2 months per subject is allowed. If the student missed more than one session per subject in a two month period, the student will forfeit additional missed sessions. However, the student may pick up their worksheets for the missed session within 30 days.
- Math or English make-up sessions must be utilized within 2 weeks of the missed session or will be forfeited.
- Reading & Writing make-up sessions should be within current week of the missed session or will be forfeited.

Supplemental worksheets

- We are not responsible for grading or teaching any supplemental worksheets that are not part of the PALS program. Any supplemental materials provided as a convenience to parents must be graded at home.

Timing

- Students must be picked up on time after class. A late pick up fee will be imposed after 15 minutes.

Tuition Fees & Deposit

- The tuition fee is due in advance, prior to start of each month. All tuition fees and deposit collected are non-refundable. A \$10 administrative fee is assessed on each invoice if payment is not received by the first session. Late Fee of \$15 will be assessed for every session attended without paying the fees.
- First and last months' tuition fee is due at the time of enrollment. One month advance notice is required before withdrawing or suspending from the program. If the student should return after an absence of 90 days, he/she will be treated as a new enrollment.
- The one month deposit collected will not be refunded and should be used as the last month class or material.

Non-Solicitation

- Parent or Student shall not, during the term of this Agreement and for a period of one (1) year immediately following the termination of this Agreement, or any extension of it, for any reason, either directly or indirectly solicit or attempt to solicit the services of any tutor(s) provided by PALS Learning Center for their personal use or for any other person or entity with which Parent or Student has an association.

Intellectual Property

- PALS Learning Center shall own all worldwide right, title, and interest in and to any intellectual property existing or created by tutor in the process of performing tutoring services under the Agreement.

Child Pick Up & Parking Violation

- Parents must pick up the student from the center (inside). PALS Learning Center will not be responsible for any damage to any student or property out of the PALS Learning Center facility.

Must Bring to Class

- Students must bring pencil, eraser and any other supplies they need for class. Reading & Writing students will be given access to an online essay writing tool and will require a computer to complete their essay assignments.

By signing below you acknowledge that you have read and agree to the terms listed in the above "Terms and Conditions". Terms and conditions are subject to change at the discretion of PALS Learning Center management.

Name	Signature	Date