



### FEE SCHEDULE AGREEMENT

**Student's Name :** \_\_\_\_\_ **Age:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

Plan # \_\_\_\_\_ \$ \_\_\_\_\_ Total Amt. Paid: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_

Other Fee(s) \_\_\_\_\_ \$ \_\_\_\_\_ Remaining Amt. Due: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_

Discount(s) \_\_\_\_\_ (\$ \_\_\_\_\_ )

Total Amount Due \$ \_\_\_\_\_ Parent Signature: \_\_\_\_\_

Note(s) \_\_\_\_\_

**I understand and agree to the following:**

- All payments, including security deposit if applicable, are due on or before the 1st tutoring session scheduled for the month and are non-refundable.
- A security deposit equivalent to one month of tutoring is required if I take a six-month commitment plan. I have the option to pay it in two equal installments on the first and second months.
- The security deposit I made may be used to pay my child's 6<sup>th</sup> month tuition provided all payments are up to date.
- If I opted for a six-month commitment plan and am unable to fulfill my commitment, my plan will be converted to a month-to-month plan and the difference in cost shall be deducted from my security deposit. Any remaining funds from my security deposit may only be used to pay for tuition or other charges. If remaining funds are not sufficient to pay the following month's tuition, additional payment need be made. If tuition is not paid in full, the remaining security deposit may be forfeited.
- I can convert to another plan within 15 days of purchase. A conversion fee will be charged if done after this period.
- I am responsible for paying the following fees if and when applicable: \$10 plan conversion fee, \$10 late payment fee, \$25 return check fee, and 2% fee for Amex card transactions.
- There is \$5 discount for each sibling I enroll in Homework Buddy.
- The minimum time for a one-on-one instruction is one (1) hour per day. I am aware that my child can come for more hours a day up to the limit of the plan or additional hours I purchased.
- The latest time I can book for my child's tutoring session is 9 a.m. the day prior to my earliest requested date. I am aware that there is no guarantee that an open session will be available on the day(s) requested, especially if booked on the last hours. [I understand that cancellations are to be notified the same way. If notification is not received or if notification is received late, the prescheduled hour(s) will be counted in as used.]
- I understand that I cannot make private or direct arrangements with any tutor employed by Homework Buddy. All requirements are to be directed to the Center Director or his/her assigned representative.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_