

STUDENT INFORMATION		
Last name:	First Name:	Birthdate:
Name of School:	Grade:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Street address:	City:	State ZIP Code:
Registering Subject(s):	<input type="checkbox"/> Referral from:	Parent's Cell phone:
Student Cell Phone:	Student Email:	

SAGE POLICY

1. **Payment: All monthly tuition payments are due by the start of first session/month.**
If tuition is not received by the 3rd week of the month, there will be a 10% late fee charged to the total amount due. (10% fee is charged for every 30 days the invoices remain unpaid.) After two consecutive late payments or if an invoice is not paid within 30 days of the issue date, a credit card authorization will be required to guarantee future payments.
2. **Three Credits for Absences/makeup/Reschedules** per semester, except summer semester. All lessons are based on continuous weekly sessions for each semester. Monthly registrations receive **credits/reschedule/makeup for up to 3 absences during each semester**, with advance notice only.
3. **Private tutoring:** All tutoring scheduling need to be arranged/confirmed through the reception desk. Please be respectful of teachers' time by attending your scheduled sessions on time.
 - **Late cancellations received after 7pm the day before session: 50% credit issued for first two cancellations and no credit thereafter.**
 - No-show= No credit
 - After 3rd late cancellation or 2nd no-show, student will be removed from the tutoring schedule
 Each student is allowed 3 absences per semester with full credit (ONLY FOR FALL AND SPRING SEMESTER). Please keep the weekly lessons as scheduled.
4. **Course materials** cover each semester only and we do not sell course materials to students who are not enrolled in the subject course. Grading homework or tests will be administered in the center only and we do not provide answer keys alone. **Extra Test** (SAT I & II Classes): For any extra practice tests requested, other than the tests included in the course material, there will be a separate charge. Test will be administered in the center.
5. If **attendance** falls below 2 students, session will be cancelled and parents can either receive a full credit for the session or have one-on-one session at a tutoring rate.
6. Classes require a minimum of four students. Scheduled class may be subject to cancellation if registration falls below the minimum number of registration. Students will have an option to receive a credit or full refund.
7. We reserve the right to refuse registration for anyone in violation of Sage policy.

ALL REGISTRATIONS FOR SUMMER ARE FINAL. NO CREDIT/MAKE-UP/RESCHEDULE ALLOWED IN SUMMER SESSION.

PARENT SIGNATURE

Name of parent or guardian	Parent's Email:
By signing this form, I hereby acknowledge that I understood and agree with the current/future terms and policy of Sage Learning.	
Parent/Guardian signature or Initial:	Date: