



## FEE SCHEDULE AGREEMENT

### I understand and agree to the following:

- \* All payments are due in advance and are non-refundable. The following month's payment is due on the last business day of the current month. Plan cancellation must be notified before the payment due date to avoid automatic payment processing. Once payment is processed, service time may be adjusted but can no longer be cancelled.
- \* Payment may be made by cash, check, credit/debit card, autopay arrangement, Paypal, Zelle or Venmo fund transfer. Charter school vouchers are also accepted.
- \* Payment for the following month will automatically be processed on the last business day of the current month if not received by 5 pm, unless service is cancelled before this time. The amount that will be collected shall be the same as what was paid for the current month, and the tutoring schedule shall also remain the same until changes are communicated and finalized. A late payment fee is incurred when notification of cancellation is not received, or payment is not made or cannot be processed by the last business day of the current month.
- \* Schedule changes may only be made within the same month and are subject to availability. All schedule changes require a minimum 24-hr. notice. No tutoring session may be carried forward to the following month.
- \* I can convert from a monthly plan to an annual plan or vice-versa. A payment adjustment shall accordingly be made, and I shall pay any balance that may be incurred due to the change of plan.
- \* A \$10 late payment fee shall be assessed if I fail to formally cancel on time or if my payment is not received or cannot be processed by the due date, and a \$25 NSF fee for a returned check.
- \* The minimum tutoring time is half-hour a day for the junior plan and one hour per day for all the other plans. 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 received late, the missed hour(s) may be counted in as billable.)
- \* I will provide at least one testimonial or review about the services I receive from Homework Buddy when so requested and agree for said testimonial(s) or review(s) to be used for service quality control, as well as, for marketing purposes.
- \* I understand that I cannot make private or direct arrangements with any tutor employed by Homework Buddy.

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Parent/Guardian Name

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Signature

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Date