



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 the 1st of the month and are non-refundable.
- * Payment for the following month will automatically be processed after 5pm of the 1st of that month if not received before this time. The amount to be collected shall be the same amount paid for the current month or as per adjustment agreed upon in advance. The same tutoring schedule will be posted until a new schedule is arranged.
- * Schedule changes may only be made within the same month and are subject to availability. All schedule changes are to be notified in advance. No tutoring session may be carried forward to the following month.
- * Plan cancellation must be notified before the first of the following month to avoid automatic payment processing. Once payment is processed, service time may be adjusted but can no longer be canceled.
- * I can convert to another plan within 10 days of purchase. A conversion fee shall be charged if done after this period.
- * I am responsible for paying the following fees if and when applicable: \$5 automatic payment fee, \$10 plan conversion fee, \$10 late payment fee, \$25 return check fee, and 2% fee for Amex card transactions.
- * There is a \$5 discount for each sibling I enroll in Homework Buddy.
- * The minimum tutoring time is one 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 received late, the missed hour(s) shall be counted in as billable.]
- * 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: _____