

PAYMENT & CANCELLATION POLICIES



- **Payment Policy.** Payment is due the beginning of the month. I accept cash, check, Venmo, or Paypal. If you are choosing Venmo or Paypal, there will be a small fee added if you choose the “Goods and Service” option. The “friends and family” choice allows the amount you pay to come directly to me. I will send an invoice near the end of the month prior to payment due.
- **Cancellation Policy.** Tutoring spots are reserved for your child only. Unlike other types of appointments where times are interchangeable, once your spot is reserved for you, it is no longer available for other families whether you are there or not. Please understand that I have turned away other families who could have used that space. When you sign up for tutoring, you are reserving that time slot for your child. I will respect the time we have together and use the time wisely. I ask that you also respect my time and choose a time that you are able to commit to attending regularly.
- If a student cancels a scheduled session, we will first try to reschedule. However, if that is not possible, there will still be a payment.
- If you know in advance days that you will be gone, please let me know as soon as possible.
- Consistency in attendance is essential to your child’s success, so repeat cancellations may result in discontinued services.

