

# VALENCIA ★ TUTORS

L E A R N I N G C E N T E R

26509 Carl Boyer Drive Santa Clarita, CA 91350

EMAIL: [info@ValenciaTutors.com](mailto:info@ValenciaTutors.com) (661) 259. 7160

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## *Student Enrollment | Academic Support | 2018-19*

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Date      /      /     

Name of Student (s)

1. \_\_\_\_\_ DOB \_\_\_\_\_

2. \_\_\_\_\_ DOB \_\_\_\_\_

Name of Parents

Street Address

City and Zip Code

Home Phone

Mother's Cell

Mother's Email

Father's Cell

Father's Email

Emergency Contact

Emergency Phone

Relationship

Client grants permission to communicate via phone/text/email in regard to any activity related to Valencia Tutors Learning Center services. (Initial) \_\_\_\_\_

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*Instructional Sessions, Payment, Attendance and Make-Ups*

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## MONTHLY RESERVATION OPTIONS

| 1 Time per Week<br>(4 Sessions Monthly) | 2 Times per Week<br>(8 Sessions Monthly) | 3 Times per Week<br>(12 Sessions Monthly) | 4 Times per Week<br>(16 Sessions Monthly) |
|---|--|---|---|
| <b>\$165</b>                            | <b>\$295</b>                             | <b>\$385</b>                              | <b>\$480</b>                              |
| <b>\$41.25 / HOUR</b>                   | <b>\$36.87 / HOUR</b>                    | <b>\$32.08 / HOUR</b>                     | <b>\$30.00 / HOUR</b>                     |

\*Rates are prorated according to length of month and no charge for office closures.

## MONTHLY BILLING

Valencia Tutors requires a credit card on file while services are being rendered. (Initial)\_\_\_\_\_

### Preferred Forms of Payment

- Cash, Check, Master Card/Visa, On-Line Intuit

### Credit Card Information

- ✓ Credit Card Information must be entered before services begin
- ✓ Credit card information is securely entered via Quickbooks
- ✓ All credit card information is blocked with the exception of the last four digits

Annual Registration fee is \$35 per year, per family. (Initial)\_\_\_\_\_

Name as Appears on Card

Expiration Date

CCV

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I hereby authorize Valencia Tutors Learning Center to charge my credit card for payment and/ or a default in payment (cash/check/intuit payment not made). I understand that there are no refunds. I will give a two-week advance notice to Valencia Tutors if payment changes.

**REFUNDS** There are no refunds for rendered services.

Signature\_\_\_\_\_Date\_\_\_\_\_

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*Instructional Sessions, Payment, Attendance and Make-Ups*

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## **ATTENDANCE & MAKE-UPS**

All make-up sessions must be completed 30 days from original appointment. (Initial)\_\_\_\_\_

No rollover make-up sessions from the previous academic year. (Initial)\_\_\_\_\_

## **INSTRUCTIONAL SUPPORT & TUTORING SERVICES POLICY**

Your student and teacher have a scheduled appointment. Attendance is crucial to maintain the highest standards of instruction.

If an appointment is missed and a make-up is necessary, please contact us within 24 hours of the appointment time to reschedule. If Valencia Tutors is not notified the session may not be made-up and is charged in full. Please be advised that make-ups may not be used for account credits or used as an exchange for a regularly scheduled appointment. Make-ups must be utilized on a separate day or time from the standing appointment.

Your child's appointment stands regardless of their daily homework needs. Not having homework is not an acceptable reason for cancelation and a make-up session will not be permitted due to "no homework." In the case of "no homework" student's appointment time focuses on skill advancement and review.

***"We appreciate your understanding of this very important policy  
that supports education success for your student!"***

***Laura Lorenze - Director, Valencia Tutors Learning Center***

VALENCIA ★ TUTORS  
LEARNING CENTER

(Signature) \_\_\_\_\_

Date \_\_\_\_\_