

### **TUITION POLICY**

- \* **Payment in FULL is due by check, cash, credit card, or through bank transfer at the time of registration and prior** to receiving any services by B2A. Payments using a credit card will incur additional 3% processing fee. Returned-check fee is \$35.
- \* A maximum of two 50% installments is allowed **for group classes only**, NOT tutoring or admission services, in the form of two checks, both of which must be received at the time of registration and prior to receiving any services by B2A. For credit card payments we will save the credit card information and process the first payment on the day of registration and the second payment on the agreed upon date indicated on the invoice.
- \* **10% Sibling Discount** may be applied to siblings registering **concurrently** and is valid for **classes only**, NOT tutoring or admission services.
- \* **Early Registration Discounts** are valid for **group classes only**, NOT tutoring or admission services.
- \* Tuition for tutoring or 1:1 College Admission Services must be paid at least **1 business day prior** to the first session. **Lessons cannot be scheduled until payment has been received.**
- \* Any outstanding balance must be paid **immediately** and will be forwarded to a collection agency if not paid **within 2 weeks** from when the invoice is sent out. We reserve the right to cancel services at any time for students carrying a balance.
- \* Credit for **pre-paid** tutoring or 1:1 College Admission Services under 50 hours will **expire in 1 year** from the date paid, and for 50 hours or more, **2 years** from the date paid. Credit may be transferred to a different subject for the same student or a sibling but is **NOT** transferable to another student.
- \* A one-time, non-refundable **\$95 Administrative Fee** is charged for new clients.

### **REFUND POLICY**

*(NOTE: "First Day of Class" = First day the class starts, not the first day of attendance for students joining after the class has already started.)*

- \* **100%** of the paid tuition will be refunded or credited if the registered class does not open due to low enrollment.
- \* **90%** of the paid tuition minus the administrative fees and credit card processing fees will be refunded or credited if the client chooses to cancel the registration **at least 1 business day prior** to the **First Day of Class**.
- \* **50%** of the remaining paid tuition minus the administrative fees and credit card processing fees will be refunded or credited once the class starts but the class has not progressed beyond the first 25%.
- \* There will be **no refund or credit** once the first 25% of the class has progressed, or if joining the class after this point.
- \* There will be **no refund or credit** at any time if the student receives 4 referrals and is expelled from the academy.
- \* **The above policies apply to classes only. All other services** including, but not limited to, any individualized services such as tutoring and college admission services (Gateway, Steps, Sparks, Smart Start, Bridge Program, Master Strategy, and 1:1 College Admission Services) are **non-refundable**.

### **ATTENDANCE POLICY**

- \* Student will be charged for the full price of the tutoring session or counseling session if he or she (or his/her parent) fails to notify B2A at least **1 business day prior** to the session.
- \* There will be **NO make-up or refund/credit for missed group classes**, even when prior notice is given.
- \* **Steps Program** and **Sparks Program** will run from September through May (excluding spring/winter breaks), and any unused meetings will **expire at the end of the school year**.
- \* Student photos may be taken for identifying your student for attendance verification and for administrative and marketing purposes without identifying information. If you wish to opt out, please email us at [austin@b2aprep.com](mailto:austin@b2aprep.com).

**By continuing with payment, I certify that I have read, understood, and agreed to the above terms and conditions.**