

The Study Center Policies: Student/Parent Agreement

- **Discipline**

As in any academic environment, The Study Center must remain conducive to study. It is easy to accomplish this goal...Every student simply needs to behave properly. The tutors in charge of each session will expect the same behavior that is expected in a regular school environment, in other words, behavior that is conducive to study.

There is one important difference that distinguishes The Study Center from public school: The parents **pay** for each session. We expect everyone to get their “money’s worth,” so we will respect each student’s right to work without disruption.

If any misbehaviors occur, the student will first get a warning from the tutor. Any subsequent misbehaviors will be reported to the parent, the Director, and the Executive Director. Further problems could result in dismissal from The Study Center, with no financial refund.

- **Cancellation of sessions**

In the event that a student cannot attend a scheduled session and has called to cancel **prior to the appointment time**, the student may request an alternate time to make up their missed session. If the tutor’s schedule permits, a make-up session will be provided. No refunds will be given.

- **Late pick-ups**

If the parent or guardian is consistently late picking up their student they will then be required to remain in the facility during all tutoring sessions or be asked to pay extra for the additional tutoring time.

We understand/agree to the above policies of The Study Center:

Signatures: Student _____ Date _____

Parent _____ Date _____

Study Center representative _____ Date _____