

A cancellation/non-attendance policy exists due to the fact that:

- There has been demand for certain programmes teachers and timeslots which currently have no vacancies, and therefore it is imperative that these sessions have 100% attendance each week.
- I commit to taking a special timetable for the term and plan and prepare for these sessions each week.
- Each child is enrolled at Growing Einsteins has an individual programme.
- The planning that goes into these programmes is extensive, however students will only benefit if they are attending their weekly sessions.

If no notification is given or at less 8 hours' notice is given of a child not attending a session, the full fee for the session/s missed will be charged. If cancellations are due to sickness holiday, etc...**and at least 8 hours of notice is given**, every effort will be made to book a make-up session (at a time that suits the tutor.) The 'make up session' must be within the 7 days before or after the usual scheduled session. If this is not possible, a cancellation fee of **50% of the session fee will be charged.**

All cancellation notices must be done via phone call to Growing Einsteins 0452296070. Emails will not be accepted. Cancellation /non-attendance fees must be paid that day to Bank number BSB 035-046046 Account 543342 with your surname and 'tutoring,' or to me directly.

Please note that students are expected to attend sessions until the end of the term for which they are enrolled. Cancellations of enrolments before this time will occur a fee of 50% for all the remaining sessions of that term. Please ensure your child is prepared and ready to begin tutoring on time, as time missed due to this cannot be made up.

Due to other students having booked times for their tutoring, it is imperative that your child is collected on time after tutoring. **Late pickups will be charged at the tutoring hourly rate.**

LATE FEES 20% late fees will be charged to all payments over two (2) weeks overdue.

Date_____

Parent Signature_____

Tutor Signature_____