



We appreciate that you have chosen to enroll your child in Summit Tutoring Center programs. To ensure proper communication, we have outlined our policy regarding tuition payments. If you have questions please feel free to contact us at 1-925-251-9888 or email us at director@summittutoringcenter.com.

For One-on-One and Home Work Club:

1. Tuition MUST be prepaid.
2. Tuition is refundable due to teacher/TA sickness , emergency.
3. Tuition is non-refundable or transferable after classes start.
4. Tuition is non-refundable due to students' personal issues, sickness..etc.
5. Schedule changed must be made 24 hrs prior to the session. STC don't accept less than 24hrs schedule changed request.
6. There is a \$25 fee due for all NSF checks.
7. There is a \$6 per 30 minutes for late pick-ups.

For Group session:

1. Tuition MUST be prepaid.
2. Tuition is refundable up to one-week before classes start.
3. Tuition is refundable due to teacher's sickness and emergency.
4. Tuition is non-refundable or transferable after classes start.
5. Tuition is non-refundable due to student's sickness, emergency, personal issues.
6. A two-week notice is appreciated if you decide not to continue our programs.
7. There is a \$25 fee due for all NSF checks.
8. There is a \$6 per 30 minutes for late pick-ups.

Please read and understand the above statements. You are responsible for your child's Summit Tutoring Center tuition payment. You must understand that your child may be dropped from Summit Tutoring Center programs if you have not met your financial obligations.

Thank you!
STC staff