

ACKNOWLEDGEMENT OF ENROLLMENT

1. Monthly tuition is for four classes for each subject enrolled in any given month.

- ✧ Please check our calendar for class schedule and dates we are open at www.palspiscataway.com

2. Attendance, Homework and Scheduling.

- ✧ The student should attend each class session on the scheduled day and time.
- ✧ If the student cannot attend class, the please call our office at 732 777 7997 to inform. We will discuss alternate arrangements so that the student can receive his/her worksheets in advance or we will provide an alternative day when possible.
- ✧ We request the parents to grade the student's work and have them correct their work.
- ✧ Parents should ensure that the student works only on the worksheets assigned, no more and no less.
- ✧ Please note that there is only one make-up session allowed per subject in any 30-day period. If the student missed more than one session in any 30-day period, students may pick up the workbooks within one month period.
- ✧ Make-up sessions are scheduled through request. Please fill out makeup request on our website www.palspiscataway.com to avail makeup sessions. Once makeup is scheduled, we are unable to reschedule it. If the student miss makeup session, then the class will be forfeited, in such cases student may elect to pick up the workbook to work on their own.
- ✧ We are not responsible for any loss or damage to personal property. Parents are responsible for all returnable materials taken home by children.

3. Monthly Tuition fee and Registration fee.

- Registration, enrollment, diagnostic and other materials fees where applicable are due at the time of enrollment.
- The tuition fee is due in advance, by the end of each month for services to be rendered the following month. There will be a 10% administrative fee assessed on each invoice/reminder if payment is not received by 7th of each month. All fees collected are non-refundable.
- First and last months' tuition fee is due in full at the time of enrollment.
- One-month advance notice is required before withdrawing from the program(s). All withdrawals will be calculated based on the last day of the following month. For example, a withdrawal request received on May 17th will have an effective termination date of June 30th.
- After 90 days of break if the student returns, he/she will be treated as new enrollment.
- The above rules apply to all students including transfers from other **PALS** Learning Centers.
- We may update our fees and policies from time to time. Whenever we make changes, we will send an email with updated policies. It is your responsibility to check your email and provide written objection if any, within 30 days of receipt of such email.

3. Consent to Photograph, Film, videotape or use of creativity

I hereby consent to the participation in interviews, the use of quotes, and the taking of photographs, movies or video tapes of the Student(s) named above by **PALS** Learning Center (**PALS**). I also grant to **PALS**, the right to edit, use, and reuse said products including use in print, on the internet, notice boards, and all other forms of media. I also hereby release the **PALS** and its agents and employees from all claims, demands, and liabilities whatsoever in connection with the above. I also understand that the student's original creations / writings may be used as an example, displayed in bulletin boards, published in web sites to encourage students.

4. Liabilities

The parent or guardian shall be liable for any and all damages and injuries caused by the student. It is parent or guardian responsibility to make sure the students use caution while using our teaching and homework materials as they may have staples binding that can become loose.

I have read and agree to the terms listed in the above "Acknowledgement of Enrollment".

I wish to enroll my child in the **PALS** Learning Center at Piscataway, NJ.

Parent's/Guardian's Name (Please Print)

First Child's Name (Please Print)

Second Child's Name (Please Print)

Signature of Parent/Guardian

Date(MM/DD/YYYY)

