

\_\_\_\_\_  
Date

To the Parent/Guardian of \_\_\_\_\_:

The staff at Lucy Zelman's Learning Center is committed to helping students reach their true potential at school. In order to provide appropriate services for your child we need your compliance with the policies discussed below.

**Billing Procedure**

Services are billed at the beginning of each month. You will receive an invoice at the beginning of each month with a *tentative* list of dates your child will be attending the center in that particular month. The invoice must be paid by the due date shown on the invoice to avoid a late payment charge unless other arrangements have been made.

At the beginning of the following month, we will review the previous month's bill to reconcile the attendance with the student sign-in sheets and schedules. If your child missed a previously billed (and paid) session, the amount will be credited to the next invoice. If your child attended more sessions than paid for, you will receive an updated invoice with the new charges. All additional time charges for the month (if any) will appear on the next month's bill.

Payments will be automatically applied to the oldest invoices first unless you designate that your payment be applied to a specific invoice. Please make checks payable to **Lucy Zelman's Learning Center** and write your child's name on the memo line.

**Cancellation Charge**

In order to cancel a regularly scheduled session, the staff at Lucy Zelman's Learning Center must be notified by **6PM the preceding day**. Failure to notify the staff in a timely manner will result in a cancellation fee of **\$25 per cancelled appointment**. Tutors are scheduled to work by appointment and are paid even when the appointment is cancelled.

**Additional Time Charge**

If your child remains in the center beyond their scheduled session time, an additional charge of **\$15** will accrue **for every additional half hour** over the allotted session time.

**Late Payment Charge**

If payment is not **received by the due date shown on the invoice**, a **\$25** late charge will apply to your next invoice. If you choose to pay each time your child attends his/her session, you will not be charged a late fee unless there is a balance on your account that has not been paid by the due date.

Mailing Address:  
11440 SW 102 Court  
Miami, 33176 FL  
(305) 233-3777 Main Office

www.tutorlz.com  
lucy@tutorlz.com

Located in the library of  
Bet Shira Congregation  
7500 SW 120 Street  
Miami, FL 33156  
(305) 378-8582



