

PARENT PAYMENT CONTRACT

_____ 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 **6 PM the preceding day**. Failure to notify the staff in a timely manner will result in a cancellation fee of **\$25 per canceled appointment**. Tutors are scheduled to work by appointment and are paid even when the appointment is canceled.

Additional Time Charge

If your child is scheduled for a 1.5-hour Homework Help Session and remains in the center beyond their scheduled session time, additional charges will accrue at **\$20 for each 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.

Located within Bet Shira
7500 SW 120 Street
Miami, FL 33156
(305) 378- 8582

www.tutorlz.com
tutorlzmiami@gmail.com
lzlcbilling@gmail.com

Mailing Address:
11440 SW 102nd Court
Miami, FL 33176



Student(s): _____