



POLICY STATEMENT - PLEASE READ

Commitment

In order for your child to successfully meet their goals it is essential they attend tutoring sessions on a regular basis to see academic growth.

Tuition and Registration Fee

A \$25 registration fee is invoiced for school year registration and summer registration. This fee is used to purchase materials for the student. There is a discounted rate of \$40 for two children from a family, and \$55 for three children from a family. To receive the family discounted rate the children must be enrolled at the same time. There are no long term contracts at Great Lakes Educational Group. At enrollment you are committing for one month at a time. You will stay enrolled until you notify the director you would like to discontinue. Once the director is notified, you will discontinue sessions at the end of the current month. Individual academic tutoring sessions are \$52.00/hour and group academic tutoring sessions are \$35.00/hour.

Payments

Invoices are due on the 1st of the month. A 15% finance charge will be added if your balance is not paid in full.

Attendance

A structured schedule maintained by parents and Great Lakes Educational Group will ensure consistency and growth. Please call us as soon as possible if a child is unable to attend a scheduled session Great Lakes Educational Group will allow one absence per month. All make-up sessions will be done in small groups and completed as available. There is a chance that you could have a different tutor for your make-up session. Student must be enrolled at time of make-ups. No refunds or tuition adjustments will be made.

Arrival and Dismissal

To ensure that your child receives a full fifty-five minute session, please arrive five minutes before your session is scheduled to begin. Communication with parents is very important to the staff at Great Lakes Educational Group; therefore, an adult **must** come into the center to pick up the child. This will give the staff a chance to review the child's progress. We require written permission for the student to leave with any person other than a parent or guardian.

Tutor Trove

Tutor Trove is a web based program that Great Lakes Educational Group uses to provide families with access to their schedule and session notes. If you haven't already, you will be receiving an email inviting you to set up an account with Tutor Trove. By setting up this account, you will be able to view your child's schedule and session notes any time by visiting <http://greatlakeseducationalgroup.tutortrove.com> and logging into your account and clicking on

calendar which is located in the upper left hand corner. To view a past session notes, follow the same steps and then click on the session date.

Texts

You may opt in to receive texts regarding important information regarding your child’s tutoring program. To subscribe to these texts simply text GLEG87 to 888-389-9990.

Weather Conditions

If Great Lakes Educational Group cancels sessions due to inclement weather we will post a message on our Facebook page and send a text via SchoolTextLine by 1 p.m. that day. If sessions are canceled you will be able to schedule a make-up session for the canceled session that will not count toward your monthly make-up. No refunds or tuition adjustments will be made.

Please return to Great Lakes Educational Group

I have read and agree to comply with Great Lakes Educational Group policy statement.

Print Student’s Name

Student’s Signature

Print Parent’s Name

Parent’s Signature

Date

Person responsible for payment: _____ S.S.# _____

Address _____
(Street Address) (City) (Zip Code)

Telephone: _____
(Home)

(Work)

(Cell)