



Bowie Center

Payment Plan Options for the Bowie Reading and Learning Center

Student's Name: _____ (circle) Plan Choice: 1 2 3

Current School: _____ Current Grade: _____

Guarantor's/Parent's Name (Please Print): _____

In the event collection efforts must be made because of non-payment of my account, I understand that I will be responsible for paying allowable and reasonable charges for interest, court costs and attorney's fees. Collection efforts will also result in a negative effect on your credit report. It will be reported to the Memphis Consumer Credit Association.

Signature: _____ Date: _____

Tutoring is \$65 per one-hour session | Group rates are \$45 per student/per one-hour session

Payment Options for Bowie Center Tutoring:
Students with online sessions are required to choose Plan 1

Please initial next to the plan of your choice.

_____ Plan 1: **Credit/Debit Card Account:** *The information below is required in order to have this plan.*

As a courtesy, the Bowie Center will charge your credit/debit card each at the end of each tutoring week for regular sessions. The credit/debit receipts will remain on file in our accounting office.

Credit/Debit card information: Due to the high processing fee, we no longer accept AE.
(We only accept Master Card, Visa, & Discover)

Name on Card: _____ Relationship to student: _____

Card Number: _____ Card Type: _____

Exp. Date: ____ / ____ CVV Code: _____

Billing Address: _____

By submitting this information, you authorize Bowie Reading and Learning Center to charge any balance on your account to your credit/debit card.

_____ Plan 2: **Declining Balance Account:** I would like to pay a large sum up front that will cover several future appointments at one time. I realize that I will need to keep money in my account for new appointments to be made. Payments must always be made prior to any appointments. *Please note: Plan 2 is for students who are coming to the Center for sessions only. This is not available for students with online sessions only.*

_____ Plan 3: **Pay-As-You Go Account:** I will pay by check or cash at the time of each appointment. I understand that in order to pay by credit card, the actual card holder must be present at the time of payment. I realize that a payment must be made in full prior to each session. *Please note: Plan 3 is for students who are coming to the Center for sessions only. This is not available for students with online sessions only.*

BOTH SIDES OF THIS FORM MUST BE COMPLETED AND SIGNED

Bowie Reading and Learning Center: Tutoring Payment, Scheduling and Cancellation Policy

Thank you for choosing the Bowie Center for your child's learning needs. Our tutors are degreed and prepare carefully for each tutoring session to make sure we are serving you to the best of our ability.

1. The Bowie Center does not require a contract or enrollment fee, but we must have this signed agreement on the first day sessions begin.

2. Tutoring cancellations must be made at least 24 hours prior to the appointment time to avoid being charged for a missed session. This is necessary to allow time to arrange another assignment for our tutors. Should a student miss a session without cancelling 24-hours in advance, his/her account will be billed the full amount for the missed session. This will be noted as a "late cancel" on your statement.

3. Procedures for when a student must cancel due to illness for M-F Weekday sessions: Cancellations when a student has become ill must be received by phone and not email, at least 2-hours prior to the scheduled session. We ask that you not leave a voicemail to cancel a session due to illness. Please call during open hours and speak to our receptionist. We will then notify the tutor.

4. Procedures for when a student must cancel due to illness for Saturday sessions: The center phones will not be checked each week between Friday after 5:00 PM and until Monday at 9:00 AM. A charge of \$30 will be billed to cover the tutors pay should a student need to miss a Saturday session due to illness without notifying the center before 5:00 PM on Friday.

5. Tutors cannot change or cancel any session. All requests for changes or cancellations must go through the tutoring office.

6. If a tutor is not available for a scheduled session, we will contact you concerning whether or not you would like to reschedule the session, request a substitute tutor, or cancel the scheduled session. You will not be charged should you decide to cancel the session.

6. When a student is 10 minutes late for a tutoring session, we will try to contact the family by phone. If the student has not arrived 30 minutes into the session, the tutor may leave unless notified of special circumstances. Should a student arrive late, the session is abbreviated and will end at the regularly scheduled time.

7. When schools are closed due to inclement weather, the client must notify the Bowie Center if the student will not be attending his/her session. The Bowie Center will most likely remain open. Should the Bowie Center decide to close, we will contact each scheduled client via email.

8. We ask your permission to the use photographs in which your child may appear as a student in any programs or activities of Bowie for publications, brochures, internet web site, and other promotional materials. If you do not agree to this, please check this box.

I have read and agree to abide by the above scheduling and financial policies.

Student's Name: _____

Parent's Signature (if student is younger than 18):

_____ **Date:** _____

BOTH SIDES OF THIS FORM MUST BE COMPLETED AND SIGNED