

Kumon of Greenwich Village – E 8th St. Policies

Eff. Date 09/01/2021



- Decisions for emergency Center closings (e.g. inclement weather) will be based on the NYC Department of Education and the discretion of the Center manager.
- **There are no make-up classes.** In case of expected absence, notify the center in advance so worksheets until the next Center visit can be prepared. In case of unexpected absence, notify the Center as soon as possible to arrange worksheet pickup.
- Parents/guardians are required to grade their students' homework. Students are required to make corrections immediately. Any un-graded or un-corrected homework returned to the center will be sent back home for completion.
- Tuition is automatically charged to account on the **1st day of each month**. Tuition, once paid, is **not refundable or transferable**. If worksheets are received for any day of the month, the full tuition is due for that month.
- To cancel enrollment, the "Discontinue Notification Form" must be returned to the Center by **the 10th** of the last desired month of enrollment.
- Students are allowed **one month of absence** per calendar year. The registration fee will be charged for students returning after more than one month of absence.
- Kumon is a **long-term commitment** and the best results are realized after 1 year or more of enrollment.
- Students should attend the Center one/two day(s) per week sticking to the day(s) and time slot(s) they are signed up for.

I have read and agree with the above statements and would like to enroll the following student in the Kumon Center of Greenwich Village – E 8th St.

Date

Parent/Guardian of the student (Print)

Student Name

Parent/Guardian Signature

- Decisions for emergency Center closings (e.g. inclement weather) will be based on the NYC Department of Education and the discretion of the Center manager.
- There are no make-up classes. In case of expected absence, notify the center in advance so worksheets until the next Center visit can be prepared. In case of unexpected absence, notify the Center as soon as possible to arrange worksheet pickup.
- Parents/guardians are required to grade their students' homework. Students are required to make corrections immediately. Any un-graded or un-corrected homework returned to the center will be sent back home for completion.
- Tuition is automatically charged to account on the 1st day of each month. Tuition, once paid, is not refundable or transferable. If worksheets are received for any day of the month, the full tuition is due for that month.
- To cancel enrollment, the "Discontinue Notification Form" must be returned to the Center by the 10th of the last desired month of enrollment.
- Students are allowed one month of absence per calendar year. The registration fee will be charged for students returning after more than one month of absence.
- Kumon is a long-term commitment and the best results are realized after 1 year or more of enrollment.
- Students should attend the Center one/two day(s) per week sticking to the day(s) and time slot(s) they are signed up for.

Date

Student Name

Kumon of Greenwich Village – E 8th St.