

Bilingual Pals™ POLICIES

*Tuition is due on the 10th of every month for all students.

* The only month we will pro-rate is the first month. Tuition is by month only, regardless of holidays.

*We ask you please notify us at least 2 weeks in advance if you plan on dropping classes.

- **Please arrive from 3-5 min before class time.** You may arrive earlier but your teacher will start class at the designated class time.
- **Please make sure you order the textbook you will need promptly.** Your teacher will provide you with copies the first two weeks.
- Please notify your teacher via email or phone if you are unable to attend class.
- If you do arrive early and **there is a teacher in a tutorial**, please be courteous by keeping your voice down.
- If you need something that is not within your reach (drink of water, paper towels, napkins etc) **please ask one of the teachers available.**
- **We do not charge late fees and would like to continue not charging them.** You will receive your invoice via email at the end of every month (for the upcoming month).
- .Please make checks payable to Bilingual Pals and drop them in the tuition box next to the door.

THANK YOU