



Arches Tutoring



Registration Form

Please fill out one registration form for each child.

Student's Name _____

Parent/Guardian Name _____

Phone Number _____ Email _____

Address _____

City _____ State _____ Zip _____

Grade _____ School _____ Teacher _____

Subject(s) Needed _____

Preferred Days and Times of Week

First Choice _____

Second Choice _____

Third Choice _____

How did you hear about us? _____

Return registration to:

Arches of Oak Hills

6453 Bridgetown Road, Cincinnati, OH 45248

513-574-2252

www.archesoakhills.org

Please sign at the bottom to confirm you have read and understand these policies:

Registration Fee: We have a \$10 registration fee unless currently enrolled in Arches.

Private Instruction Rates: Private tutoring sessions are \$15 per ½ hour session due on a weekly basis on Fridays for the following week.

Cancellation Policy: We require **ONE MONTH in advance written notice** to discontinue tutoring sessions.

Missed Lesson and Make-up Policy: In order to be EXCUSED from a session, students must notify Arches at least 24 hours in advance of the session. Each student will be allowed 2 EXCUSED make up sessions per calendar year. Make up sessions must be taken within 14 days of the missed session or be forfeited. UNEXCUSED absences do not merit a credit, refund, or make-up session. NO EXCEPTIONS. Students arriving late to a session are only entitled to the time remaining in the session slot.

Faculty Cancellations: In the event an instructor must cancel a session, the instructor will contact the student and arrange for a make-up session or a substitute teacher. If neither can be arranged, a credit for the missed session will be applied to the student's account.

Late Fee: We have a late payment fee policy of \$10. If payment is not received by the day of the session, it is considered late and the fee will be applied. There will also be a \$25 fee for returned checks.

I have read and agree to the above policies and I am responsible for tuition payment:

Parent/Responsible Party Signature

Date