

HOFFMAN EDUCATIONAL GROUP POLICIES

Payment

1. We require a credit card on file. Please fill out the accompanying Credit Card form and send or fax it back to 866-540-6745. Alternatively, you can leave the number on a private voicemail. (203-968-9400 x 1)
2. You will be invoiced on the first or second day of the next month.
3. Checks should be made out to Hoffman Educational Group and sent to
Hoffman Educational Group
72 Camp Ave
Stamford, CT 06907
4. We accept Visa, Mastercard and American Express. If you choose to pay by credit card, we will bill your card monthly and send you the receipt and invoice.
5. Invoices that are 60 days past due will automatically be charged to your credit card.
6. A \$50 fee will be charged for returned checks or declined credit cards.

Cancellation Policy

1. Tutors must be notified 24hours in advance if you need to cancel a session. Otherwise you will be charged for that session.
2. Tutors are required to wait 15 minutes for a client to show up. After that, they are free to go and you will be charged for that session.

No-Risk First Session

If after the first one hour session either the student or the tutor feels it is not a good match, that session is complimentary. If subsequent sessions take place, the first session will be invoiced. (Note: in cases where the first session goes longer than one hour, any time beyond one hour will be invoiced, whether or not a second session takes place).

Referrals

Our tutors have agreed not to solicit or tutor any student referred to them by a student or parent with whom they have worked through Hoffman Educational Group. If you wish to recommend your tutor to another client, please put them in touch with Rhonda Hurwitz at (203) 536-5463 and she will make the appropriate arrangements.

Responsibility

A parent or adult must be present during the tutoring session.

Other Services / Expenses

1. Editing taking longer than 15 minutes will be invoiced at the same hourly rate as tutoring.
2. School consultations/meetings will be invoiced at \$150/hr.
3. Materials will be invoiced for cost
4. We charge a one time registration fee of \$100