



# The Delta Learning Center

A Non Profit Tutoring Organization  
EST. 1976

## Terms of Enrollment

Summer 2017 / 2017 – 2018

### ***ENROLLMENT IS CONTINGENT UPON THE FOLLOWING TERMS***

Our **Automatic Payment Program** is available for VISA and/or MasterCard payments only upon registration. Receive a \$25 discount off the \$75 enrollment fee when using our **APP** monthly charge system. All other payments must be received by the 1st of each month. **A \$25 late fee will be applied on the 7<sup>th</sup> of each month for late payments, returned checks, and declined credit cards.** Fees may also be paid by check or cash (exact amount, please).

Read and Initial all  
highlighted areas:

### ABSENCES

**Summer Program:** Written verification is required for make up consideration in emergency situations.                       
**Fall and Spring Semester:** Student absences must be reported **no later than 12:00 noon the same day scheduled** for make up session or credit consideration. No more than two absences will be eligible for credit or make up session consideration per semester.                       
**Unexcused Absences:** No discounts or scholarships will be applied. **Regular rates will be charged.**                       
**Termination:** **“Notice to Quit” form must be turned in by the 15<sup>th</sup> of the month for student to be taken off the schedule for the following month without incurring additional charges.**                       
Refunds are not available in any circumstance. Students may be terminated for poor attendance.                     

### STUDENT RECORDS

Delta Learning Center will maintain confidentiality of student records and will not disclose any information to unauthorized persons or agencies. Upon written request, records will be made available to authorized persons or agencies. After termination, student records will be available for three years.

### EXPECTATIONS

The employees of Delta Learning Center will, at all times, treat students with respect. We endeavor to help our students improve learning skills and gain knowledge. **Substitute teachers may be used as needed.**

We expect our students to arrive on time, to be polite and respectful. Poor behavior, disrespect or an unwillingness to cooperate are considered reasons for termination.

The director and teachers are available to meet with parents and/or guardians by appointment only. Please schedule in advance.

**The Delta Learning Center will at no time discriminate because of race, color, ethnic origin, religion, or any other reason, when hiring employees and/or enrolling students.**

Parent/Guardian Signature\_\_\_\_\_

STUDENT  
NAME\_\_\_\_\_DATE\_\_\_\_\_

Start Date: \_\_\_\_\_ Day & Time: \_\_\_\_\_  
Teacher: \_\_\_\_\_

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