

Eigen Tutoring

www.EigenTutoring.com

☎ (781) 244-7223 ✉ Support@EigenTutoring.com

Groups & Classes Policy

1. Students and parents are responsible for providing all materials required to successfully complete the course of lessons. Materials include, but are not limited to, Curriculum, Syllabus, Textbooks, Practice Books, Online Access Codes, Technology and/or Electronic Devices, etc., unless Eigen stated otherwise.
2. **We don't provide solutions for assignments**, nor will we help with live/take-home **quizzes or exams** or any form of homework assignment. No exceptions made.
3. We **guarantee improvement of enrolled students**, but we **Don't** guarantee certain results or scores. Performance of students is a function of their intellectual capabilities, personal skills, attention to detail, ability to follow instructions and **hard work** in addition to our high-scale help.
4. By enrolling/subscribing to any of our classes or group activities you agree to the following:
 - **Registration/Enrollment:** Registration is on first-come-first-serve basis. Students can self-register using our website without notice. Also, Students can register by arranging with us directly. no assessment needed. If a student/parent requests an assessment they will have to schedule it as a regular hourly lesson prior to enrollment.
 - **Payment:** Classes can be paid in full in advance or on subscription basis. Subscribers can self- enroll, register, and pay. Subscriptions can not be canceled or discontinued. Subscribers authorize Eigen Tutoring represented by AHMAD NOFAL to process payments automatically on weekly or monthly basis (or as advertised) using the payment method they provided upon registration. Failed/Declined payments incur a late charge of **\$10.00/Day** with a maximum charge of **\$100.00**.
 - **Refund:** All payments are final. They are non-refundable, non-transferable and non-negotiable. Thus no refund will be issued. No adjustment of payments will be discussed.
 - **Schedule:** Classes meet as advertised. Lessons hold on a pre-set schedule. Lessons do NOT roll from a class to another (or to another student). Otherwise, The 1st, 30th and 31st of each month (Also the 28th of February) are exempt days. Classes do NOT hold on those days. Holidays are observed. If a lesson falls on a holiday a make-up will be arranged by the instructor.
 - **Meeting:** All lessons take place online via Teams/Zoom or as planned. All document exchange takes place via MS OneDrive and MS SharePoint or DropBox. Students must verify their web connectivity, audio and video settings prior to class time.
 - **Attendance:** Students must report to their class within 10 minutes of its starting point and not earlier than 5 minutes. If a student fails to join/attend within the first 10 minutes they are marked as "no show" and may be denied entry. During online classes; students must have their camera/microphone turned "ON" all the times. HW and all other material must be submitted 24 hours before the class time otherwise it wont be graded. Any evident use of mobile devices will end the lesson and terminate the student's enrollment. Students are not allowed to record meetings.
 - **Plan Cancellation:** Not permitted. Payments are automated and irreversible.
 - **Make-up:** Not permitted.

By signing below I agree to all points above.

Print Name: _____ Signature: _____ Date: _____

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Disclaimer

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By signing below I acknowledge the disclaimer above and will adhere to it.

Print Name: _____ Signature: _____ Date: _____

Agreement to Pay

I agree to pay Eigen Tutoring, represented by Ahmad Nofal. Accordingly I give permission to the last to process automated payments on monthly basis of the agreed amounts (or as needed). I understand that payments processed are non-refundable, non-transferable and non-negotiable. I also understand that enrolling in classes and group activities cannot be cancelled or reversed.

Print Name: _____ Signature: _____ Date: _____