

Eigen Tutoring

www.EigenTutoring.com

📍 1819 Central Street, Apt 5R, Stoughton MA 02072

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

MONTHLY PLANS POLICY (1 on 1)

1. Students/Parents are responsible for providing all materials required to successfully complete the course of lessons. Materials include but not limited to Curriculum, Syllabus, Textbooks, Practice Books, Online Access Codes, Technology and/or Electronic Devices etc. Unless otherwise was stated by Eigen.
2. **We don't not provide solutions for assignments** nor will help with live/take-home **Quizzes or Exams** or any form of homework assignments. 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 details, ability to follow instructions and **hard work** in addition to our high-scale help.
4. By subscribing to any of our monthly plans you agree to the following:
 - **Registration/Enrollment:** Students are accepted after completing an assessment and/or an initial interview.
 - **Payment:** Monthly plans are subscription based. Subscribers enroll, register, renew and/or cancel on monthly basis. Subscriptions don't expire unless the subscriber provides a notice requesting cancellation. Subscribers authorize Eigen Tutoring & Technology represented by AHMAD NOFAL to process payments automatically on the 1st of each month using the payment method they provided upon registration. Failed/Declined payments incur a late charge of \$10.00/Day. Students/Parents are charged **\$12.5/month** for technology services in addition to the monthly subscription fees.
 - **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:** Monthly plans meet on a pre-set schedule. the monthly scheduling period is from the 20th to the 25th of each month. Students choose from the available time slots or courses. Changes to the schedules are permitted during the scheduling period only. Each monthly plan consists of 8 lessons (50 minutes each) per month or 4 Lessons (50 minutes each) per month. Lessons do NOT roll from a month to another. 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 at our classroom as planned. All document exchange takes place via MS OneDrive and MS SharePoint. 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 class is canceled. During online classes; students must have their camera/microphone turned "ON" all the times. During in person classes; food, drink, cameras, digital recorders and phones are not allowed in the classroom. 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:** Monthly plan subscribers are required to provide a cancellation notice. Cancellation notices must be received anytime from the 15th to 20th of the current month. If no cancellation notice was received then an automated and irreversible renewal of the current subscription takes place. Thus the charge for the following month is validated and will not be refunded.
 - **Make-up:** Monthly plans subscribers do NOT qualify for make-up lessons. Student cancellations and no-show are considered as met. Lessons canceled by the instructor must be made-up within the same month per arrangement.

By signing below I agree to all points above.

Print Name: _____ Signature: _____ Date: _____

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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 plan cancellations must take place on the 15th, 16th, 17th, 18th, 19th, 20th of the current month.

Print Name: _____ Signature: _____ Date: _____