

iTeach...iTutor LLC

Termination Policy



iTeach...iTutor LLC reserves the right to terminate a child for the following reasons but not limited to:

- Failure to pay
- Routinely picking up the child late
- Lack of parental cooperation
- Physical or verbal abuse of any person or property
- Our inability to meet the child's needs
- Noncompliance with handbook regulation
- Serious illness of child

We appreciate as much advanced notice as possible when terminating and will give the same courtesy in return. Parents/guardians are required to give two weeks written notice when deciding to terminate services. **Terminated services will not result in a refund.**

The agency reserves the right to give written notice of immediate termination where there are extreme circumstances that affect the well-being of the provider or other children in attendance.

Anyone who terminate services and has a balance that is outstanding will need to have the account settled within 30 days. For **every week** that payment is not received, an additional fee of \$10 will be applied. All accounts not settled within 30 days will be turned over to a collections agency regardless of the amount owed. Any accounts turned over to collections will have a 40% collection fee added to the amount due. If court is needed to settle any dispute, court and attorney fees will be added to the total. Parent/guardian and families are then responsible for the outstanding balance and all other fees that are accrued due to the filing. Please view **Section 14 Attorney's Fees** in the Parent Handbook for more information on court costs.

Parent/Guardian Name: _____ Date: _____

Parent/Guardian Signature: _____