

iTeach...iTutor LLC

Withdrawal Policy

At iTeach...iTutor LLC, we understand that circumstances may change and families may need to withdraw their child from our program. To ensure a smooth transition for both the student and our team, we ask that all families follow the withdrawal procedures outlined below:

- **Notice Requirement:**

Parents/guardians must provide **a minimum of forty-eight (48) hours written notice** prior to the child's last day of attendance or participation in our program(s). Notice may be submitted via email or as a printed **and** signed letter delivered directly to our office.

- **Prepaid Services:**

All fees paid to iTeach iTutor are **non-refundable**, including if the child is withdrawn before the end of a paid period. Refunds, credits, or prorated payments will **not** be issued for withdrawn services.

- **Communication:**

We encourage open communication during the withdrawal process and are happy to assist with transition plans when possible. Please call us at (305) 608-0929 with any questions or concerns.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____