

# **READING WITH PIZZAZZ**

## **ENROLLMENT**

All new students are required to take an initial assessment which typically lasts for 1 hour and is conducted during the first session. The assessment fee is \$50.00 and must be paid prior to the first session. The assessment allows the instructor to gain insight on the students abilities and the struggles of the student. Since each student is unique in his/her learning style the curriculum is structured to the needs of each student. Most of the skills needed to become successful readers and learners are acquired in early school age years, we construct these skills age appropriately without them appearing elementary. At the conclusion of each session, Reading with Pizzazz will provide the student with some take home essentials or study work. Please ensure that the student completes the activities. Feel free to call with any questions and/or concerns.

## **TUITION**

Contracts are on a month-to month basis. Monthly tuition must be paid on the website at [www.partieswithpizzazz.org](http://www.partieswithpizzazz.org) on the Reading with Pizzazz page before or on the 25<sup>th</sup> of each month prior to the next month's session. If tuition has not been received by the 26<sup>th</sup> of the month, the student will be automatically dropped from the program, unless prior communication has been made with the instructor. Tuition is non-refundable and cannot be credited.

## **CANCELLATION**

All students should call (901) 870-5131 giving no less than 3 hours notice to cancel scheduled sessions. Tuition payments for cancelled sessions are forfeited. A lesson cancelled by the client is non-refundable.

## **MAKE-UP LESSONS**

Clients are responsible for attending each scheduled lesson. Reading with Pizzazz cannot guarantee that a session will be made up if the client cancels. All make-up sessions are granted at the instructor's discretion and availability. If the instructor decides to make up a session that was cancelled by the student, the session **MUST** be rescheduled and completed within 5 business days from the original session time. If a make-up session is scheduled and the client cancels, the session will not be rescheduled and the session is forfeited. Make-up sessions will be given for instructor cancelled sessions.

## **TERMINATION**

To terminate enrollment the client **MUST** notify Reading with Pizzazz giving no less than 5 days notice prior to the next month.

## **OFF-SITE LOCATIONS**

All tutoring sessions are held at the instructor's in-home office, Whitehaven Library on Millbranch or The Main Library on Poplar. When an instructor travels to an off-site location, other than the two libraries mentioned above it is the client's responsibility to notify Reading with Pizzazz if or when the facility will be closed during the scheduled session a \$20.00 travel fee will be assessed within the Memphis & Shelby County area.

I have read, understand and agree to the above stated policies and procedures. \_\_\_\_\_(Initials)

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|-----------------|------|------------|----------|
| Tutoring Day(s) | Time | Start Date | Location |
|-----------------|------|------------|----------|

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| Client Name | Parent or Guardian |
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| Signature | Date |
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