

**West Suburban Educational Associates Tuition Policy**  
**Effective for the school year 2011-2012**

Please remember the following rules regarding payment of tuition.

1. **Tuition is due the first session of the month.** Please make an effort to pay on time. After one week a \$10 fee will be assessed for late tuition. You may keep the white receipt for your records. A new invoice will automatically be issued for the next month unless you let us know otherwise. Please try to give us a 2 week notice if you are dropping. Invoices will come home with students on the last session of the month.
2. Secondary students pay a one-time \$50 materials fee upon entering the program for the year. Elementary students pay \$10 per month materials fee.
3. Elementary students who receive semi-private tutoring do not receive a credit or a make-up if a session is missed. However, elementary students will be given homework to make up for an absence.
4. Secondary students who receive semi-private tutoring do not receive a credit for a missed session but may fill an unoccupied slot for a make-up session if one is available.
5. To cancel or reschedule a private session call 630-922-8100 by noon. If you do not call ahead, you will be charged for the session. **A maximum of only one private session per month may be credited.** If a student misses more than one session per month, a make up will be offered at the instructor's convenience or by one of the directors on another day, but a credit will not be given.
6. Except for winter and spring break, classes are always held. Elementary students will have the option to attend if class day is on Halloween. **We do hold classes on institute days and school days off except Labor Day, Thanksgiving Wed. and Th, Winter Break and Spring Break.** Because students attend from several school districts, schedules vary. Please plan on attending on school days off. Consistent attendance fosters success.
7. In case of inclement winter weather, classes may be cancelled by the directors. On a questionable day, call 630-922-8100.
8. If an instructor is ill, a qualified substitute will work with your child. Continuity and consistent attendance will help make gains!
9. If you have billing questions, please call one of the directors to assist you. Thank you for your cooperation!

Becky Bewersdorf, Elementary Director  
Camille Jones, Secondary Director  
630-922-8100

**Please keep one copy for yourself and sign and return the other copy.**  
**I have read the above and understand the WSEA tuition policy.**

Signed \_\_\_\_\_ Date \_\_\_\_\_ Student \_\_\_\_\_