



NewFuture / NewPoint Learning Center Student Information Sheet and Emergency Treatment Permission



***** Parent / Legal Guardian Signature required below *****

(Staple inside front cover of student folder)

Today's Date: _____

Student Name: _____ DOB: _____

Student Email Address: _____ Student Cell: _____

School Attending: _____ Current Grade: _____

Student lives with: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____

Primary Contact - Parent/Guardian Name: _____ Authorized to Pick Up? Yes, No

Email Address: _____ Work #: _____ Cell#: _____

Secondary Contact - Parent/Guardian Name: _____ Authorized to Pick Up? Yes, No

Email Address: _____ Work #: _____ Cell#: _____

Emergency Treatment Permission:

In case of emergency, if parent can't be reached, contact: _____

Relationship to student: _____ Phone #s: 1. _____ 2. _____

Doctor: _____ Phone: _____

Hospital Preference: _____ Allergies to medications? _____

Special Instructions: _____

(continue on back)

If the responsible party cannot be reached, I authorize NewFuture / NewPoint Learning Center to attain the necessary medical care for my child, of which, I will assume all costs incurred for emergency care.

*** _____

***Signature of parent or authorized legal guardian



NewFuture / NewPoint Learning Center Policies and Procedures

(TL Learning for Performance, LLC)



*****Please note: Parent (and student, if age 16 or older,) Signature required**

(Provide parent with copy to take with them; store signed copy in student folder)

Scheduling a session or class: NewFuture / NewPoint Learning Center (the Center) requires that all clients maintain a valid credit card account on file in our confidential, PCI compliant e-commerce system in order to schedule a session or class. You may choose to have the credit card automatically billed as fees are due, or if all fees are paid as they are due, via another method (i.e. cash or check) the credit card on file will be used to confirm your reservation for a scheduled session or class.

Absences: If a student cannot attend a 1 to 1 scheduled session, a 24 hours advance notice is required or we must charge a cancelation fee, of up to the normal charge for the session. If a student cannot attend a scheduled session due to an emergency, i.e. sudden illness, accident or sudden onset of inclement weather, we must be contacted at least 2hrs before the session start time or a minimum \$25 late cancelation fee may be charged. If a student cannot attend a scheduled group class, the student may schedule a 1 to 1 make up class for an addition fee if needed.

Inclement Weather: The Center may occasionally close due to inclement weather or other situations beyond our control and we will attempt to notify you with as much advanced notice as possible. If, due to weather conditions, the local public school district closes for the day, or closes early, your Center will most likely do the same, but please call to confirm before assuming the session is canceled.

Punctuality and Supervision: Please ensure that your student arrives on time. If your student is late, you will be charged for the full session regardless of how much of the session is missed. The Center is only responsible for students during the actual scheduled time of the appointment. We are not responsible for students who arrive early, or for students once the scheduled session has ended.

Communication: We ask that you communicate regularly and openly with your center director. After every tutoring or class session that your child attends, you may receive confidential feedback from your child's tutor. If at any time you have questions, concerns, comments or news to share please contact your director via phone or email.

Cheating: The Center strives to fulfill all responsibilities to students and families with openness, honesty and integrity. In turn, we expect the same from all those we serve. Students engaged in any behavior considered inappropriate or cheating (defined as, but not limited to: copying another student's work, representing work done by others as one's own, using tools such as internet technology to access answers or means to answers when such technology has been forbidden during the activity, etc.) will be immediately referred to the Center Director who will have sole discretion in determining consequences. In instances of cheating (examples: associated with Course for Credit and Credit Recovery, etc.) this can mean immediate dismissal of the student from the program. If a student is dismissed from a class or program for cause, the person whose signature is on this Policy and Procedures statement remains responsible for all fees associated with the full class or program.

➔ **Continued on back – signature needed**

Confidentiality:

The Center respects the confidentiality of this relationship and all associated relevant information. No information will be shared with any entity outside the center unless specifically indicated by you to your center director. If there are individuals with whom you wish us to communicate around your child’s work, please complete the “Correspondence with Third Party Authorization” form provided by your Center Director. Within the center your student’s information will only be shared with the staff that will be supporting your student. Attendance at the center and its services is also a confidential matter and we ask that all who attend the center respect the confidentiality of anyone they encounter there.

Payment Schedule:

- A pre-paid registration fee is required in order to schedule your 1st class or session.
- Payment for individual hourly services is due at the start of each instructional session, unless a pre-payment discount package is offered and then the full payment is required before the 1st session is scheduled.
- A deposit may be required to register for a group class and the balance is due at the first class meeting.
- If you cancel or reschedule an individual hourly session or class with less than 24hrs notice, a cancellation fee of \$25 will be charged. If there is less than 2hrs advanced notice the cancellation fee will be the full cost of the session or class.

Refunds:

- If a scheduled session or class is canceled by the Center due to no fault of the client, i.e. due to weather or the minimum class size is not met, etc. . The client may choose a refund of any deposit and/or pre-payments made for the services not provided or choose to schedule other services of equal value.
- If a client purchases a pre-paid discount package and then chooses not to continue before all the hours are used, the rate for the hours used from the package will be adjusted to the normal non-discounted rate, a \$25 refund fee will be applied to the balance due and the remaining credit will be refunded to the client.
- A group class is set to run on specific dates and times, refunds are not offered for students that miss session in a scheduled group class.

Past Due Accounts: Services will not be rendered if an account is past due. Interest shall accrue at the rate of 18% per annum on all balances that are past due more than 30 days. Additional collection fees will be added if it is necessary for The Center to recover court cost, or pay for the services of an attorney, and/or collection agency.

Correspondence from the Center: As part of enrollment you agree to receive email information and correspondence from the Center regarding your child as well as information about upcoming offers and programs.

Student Name: _____

I have read and agree to adhere to all here stated policies and procedures.

* _____
*Signature of parent/guardian

*** _____
***Signature of student if 16 or older



NewFuture / NewPoint Learning Center Payment Policy and Authorization Form



*** Parent, Guardian or Responsible Adult Signature required ***

Date: _____

Student Name: _____

Fees: A pre-paid registration fee is required in order to schedule your 1st class or session. Payment for hourly services is due at the beginning of each instructional session, unless you have chosen a pre-payment discount package, when it is offered as an option, and then full payment is required before the 1st session. A deposit may be required in order to register for a scheduled group class and then full payment is due at the first session or class meeting.

Past Due Accounts: Please note that services will not be rendered if your account is past due. Interest shall accrue at the rate of 18% per annum on all balances that are past due more than 30 days. Additional collection fees will be added to all past due balances if it is necessary to file court papers, or pay for the services of an attorney, and/or collection agency.

To confirm a scheduled session, We require that all active clients maintain complete and current information for a valid credit card account on file with us in our confidential, PCI compliant e-commerce system.

Type of card (Select one): MC Visa Discover **Expiration date** _____

Card Number (First and Last 4 only) _____ _____ _____ _____ XXXX XXXX _____ _____ _____ _____

Name on card _____

The information above will be used only to identify the authorized card in the system. Complete information (including full card number and CCV code) will be needed in order to schedule your 1st session or class. Your signature authorizes us to deduct payment for any fees that are owed and have not been paid via other means (i.e. cash or check) within 24 hours of scheduled service delivery. If you choose, the credit card will be automatically billed when fees are due. If all fees owed are paid as they are due, via another method, the credit card identified above will only be used to confirm your reservation for a scheduled session and it will not be charged.

Payment Method: I have enrolled my child in services at NewFuture / NewPoint Learning Center and I choose to pay by the following method:

____ Cash on each visit and or ____ Check on each visit

____ Credit Card each visit (____ use card on file or ____ I will provide card each time)

Authored Card Holder Name: _____

Authorized Signature _____