



Top 1 Education Center

Education Policy

General Rules

- 1) Students and parents must schedule all classes and tuition payments, including private tutoring and essay correction through the staff of Top 1.
- 2) Failure to comply with rules set forth in this policy will result in loss of learning privileges at Top 1.
- 3) Complete all requested information including, telephone number and e-mail address. Sign the Enrollment Form and give it to the Top 1 staff for processing.

Attendance

- 1) You must attend class **as scheduled**. Special arrangements may be made to accommodate exceptions to this policy.
- 2) In the case of any absence, you must notify the Top 1 staff by e-mail or phone at least 24 hour ahead of the scheduled class. (Credit can only be issued if the 24 hour notice is met)

Tuition Payment

- 1) The tuition for each class is due prior to commencement of the first lesson of that class. In certain cases, Top 1 will accept monthly payments. If approved by the staff, such tuition payments are due the on the first day before the scheduled class begins.
- 2) Tuition is non refundable. Top 1 will apply the tuition credits to any other course offered by Top 1.
- 3) Make the check payable to: **Top 1 Education Center, Inc.** On the check, please write the student's name, the class he or she is attending, and the month that is being paid for
- 4) A returned check penalty fee of \$25 will be charged to your account for a check returned for any reason.

Family Class Discount

- 1) Students from the same household will receive tuition discounts when the siblings take classes at Top 1.
- 2) You will receive 5% discount for each additional class taken by family members.
- 3) These discounts are only available for tuition paid in full before the commencement of classes.

Student Behavior

- 1) You are responsible for the proper care of all books, supplies, equipment, and furniture of Top 1.
- 2) Students who are responsible for damaging property will be required to pay for the damage done, or replace the damaged items.