



Refund and Cancellation Policy

The refund and cancellation policy is applicable to fall, winter, and spring terms; electives; and private tutoring.

1. Non-refundable \$150 deposit is due upon registration. It will be deducted from the first month's tuition.
2. The material fee is not refundable.
3. If you would like to change course enrollment, attending days, or attending times, please give the Little Mustard Seed Campus, Inc. at least two weeks advance notice.
4. No refund or credit for any kind of sick leave or absence.
5. In each billing cycle, no refund or credit for any absence less than two weeks.
6. In each billing cycle, for an absence more than two weeks served by a 7-day advance notice, the tuition for the absence period will be credited to the next billing cycle. No refund or credit, however, will be given for any kind of school holiday or school break in which it is not mandatory for the student to attend his or her school.
7. Children need to be picked up before 6:30 PM. If you cannot pick up your child before 6:30 PM, we require advance notification by phone; you will be allowed up to 7:00 PM to pick up your child. If your child is still at the center past 6:30 PM without notification, or it is past 7:00 PM, a \$1 per minute extra care fee will be charged to your next month's tuition.
8. If the student withdraws before courses begin, the entire tuition will be refunded.
9. If the student withdraws within 7 days after courses begin, a \$20 handling fee will be charged and the remaining tuition will be refunded.
10. If the student withdraws 8 to 21 days after courses begin, a \$40 handling fee will be charged and the remaining tuition will be refunded.
11. If the student withdraws 22 days or more after courses begin, no refund of tuition will be given.
12. LMS needs to be informed of enrollment cancellation at least two weeks in advance in order to qualify for a refund of the remaining tuition.

I HAVE READ THE ABOVE CAREFULLY AND HAVE FULLY UNDERSTOOD THE CONTENT AND CONSEQUENCES OF THIS AGREEMENT BEFORE SIGNING.

Student's Name : _____

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Signature of participant; If under 18, by Parent/Legal Guardian

Date