



National Study Academy

The Study Room

Policy

- Ψ Student/Parent will be notified of lesson either morning of or day before by text.
- Ψ Payment will be requested through Venmo (John-Kim-295 or 8054076373). We will send a Venmo request on the day of each lesson.
- Ψ You should receive notification by text and email regarding request via Venmo.
- Ψ NSA will give the date of service and name of student on Venmo notes as receipt. Feedback on lesson may be provided in the notes.
- Ψ Parents are expected to make payment within 24 hours of receiving the request.
- Ψ Parent/Student needs to give a 3-day notice for emergency lessons.
- Ψ The parent must request any cancellation of tutoring sessions with a minimum lead time of 48 hours or charges may incur.
- Ψ Cancellation by the parent is permissible within 48 hours of the lesson under extra-ordinary circumstances such as being sick. (*National Study Academy* reserves the right to ask for verification).
- Ψ Cancellation of tutoring session is limited to once per month. Makeups are permissible on the first or third Saturday of each month.
- Ψ *National Study Academy* reserves the right to refuse service.

National Study Academy reserves the right to change policy.

Updated June 24, 2020