



## Credit Card Authorization Form

Please initial, sign & Fax or Email the Scanned the completed form to: Ellie or Tom Vogel

Fax: 866-990-3378; [Scottsdale@Chyten.com](mailto:Scottsdale@Chyten.com)

### PAYMENT POLICY

**Registration Fee:** Every student is charged a one-time, non-refundable registration fee of \$100 that also gives you the right to be part of our PASS Membership Discount Program. This fee is not charged until we begin the scheduling process. Once scheduling has taken place the fee cannot be refunded.

**Group Classes:** Payment in full is due upon registration in order to reserve a space in a class.

**Tutoring:** We accept cash, checks, MasterCard, Visa or Discover Card.

### CREDIT CARD

If you choose to pay by credit card (preferred method), your card will automatically be charged as one session at a time. If you purchased a package for homework help tutoring it will be paid in full at the beginning of the program. If you purchased a test prep package it will be paid in two installments; one at the beginning and one in the middle of the service provided. **A valid credit card number must be kept on file.**

### CHECK OR CASH

**Payment Option 1:** Prepayment in Full

Payment for the full tutoring series must be received prior to the first session.

**Payment Option 2:** Incremental Payments (Credit Card required)

If you would like to pay by cash or check in increments, you may do so only with a valid credit card number on file. You must pre-pay 4 sessions at a time. Your credit card will only be charged if payments are not received on time. If we do not receive payment and if we are unable to charge your credit card, the remaining scheduled appointments may be forfeited.

### CANCELLATION POLICY

**IMPORTANT:** Tutors are not authorized to accept cancellations or schedule changes. All cancellations and changes MUST be made through our office, via email ([Scottsdale@chyten.com](mailto:Scottsdale@chyten.com)) or telephone (480-990-7374).

**Tutoring:** **To cancel an appointment without charge, you must call or email by 4pm on the day before the scheduled appointment or by Fridays at 4pm for any weekend appointments. Cancellations after that time are subject to late charges fees.** Even if you miss the cancellation deadline, you should still call as soon as possible to cancel your appointment. If we are able to fill this time slot, you will not be charged for the missed appointment.

**Semi-Private Tutoring:** If one student cancels by 4pm on the day before the scheduled appointment, he/she will not be charged, HOWEVER, the existing appointment automatically becomes a private tutorial and the other student will be charged the private tutoring rate. To avoid paying the private tutorial rate, both must cancel by 4pm on the day before the scheduled appointment. One family may contact us to cancel for both students. Families of students working together in a semi-private situation must communicate with each other to coordinate schedule changes and cancellations.

**Classes:** **Withdrawal from classes must occur 72 hours in advance for a full refund.** Cancellations past that time up to the start of the class will be subject to a 30% service charge. Classes are neither prorated nor are refunds issued after the class has begun.

\_\_\_\_ Please initial here to indicate that you have read and accepted our payment and cancellation policies.

\_\_\_\_ By initialing here you authorize Chyten tutors and Test Preparation of Scottsdale to charge the credit card you have provided below.

<b>Cardholders Name:</b>		
<b>Credit Card No.:</b>	<b>Exp. Date</b> /	<b>CARD TYPE:</b> <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> Discover
<b>Cardholder's Complete Billing Address:</b>		
I Do ____ Do Not ____ authorize my child(ren) _____ to make changes to his/her own schedule, which may include lengthening appointments, scheduling additional appointments or canceling appointments.		
<b>Email Address:</b> WE USE EMAIL FOR COMMUNICATION REGARDING BILLING & SESSION CHARGES ONLY		
<b>Cardholder Signature:</b>		