



## Brazil Ahead for Kids Policy

- Tuition includes class handouts and the take-home sheets.

### **Refund**

We will refund your tuition anytime before the first day of classes, minus a \$25 administration fee. If you decide not to continue with the classes after the first or second class, we will refund you the full tuition minus the classes already taken. 50% will be refunded after the third and fourth classes. Tuition will not be refunded after the fifth class. Refund requests must be made by a parent or guardian in writing. Refunds may take up to 4 weeks. No refunds are given for events that are out of our control (flood, fire, electrical outage, etc).

**Make-up classes:** If you miss a class on the time and day for which you are registered, space permitting, you can replace it by the same class at a different location and/or different time. Alternately and upon request, you will receive a credit towards a future session in the following quarter for up to one class you missed.

**Cancellations:** Make-up classes will be scheduled in the event we have to cancel a class.

**Joining Your Child:** If your child is not completely potty-trained you should stay in the room with him or her.

**Pick-Ups:** Parent/guardians/caregivers must pick up all children promptly at the end of class. \$15 will be charged for each quarter of an hour delay.

**Health:** Children must be healthy on the day of class and free of fever for 24 hours prior to class.

---

### ***Brazil Ahead for Kids***

380 Lexington Avenue – 17<sup>th</sup> floor NY, NY 10168  
www.brazil-ahead.com / info@brazil-ahead.com  
646-567-7133 / 646-345-7747