



POLICIES and AGREEMENT

★ TechStars® classes are 30 minutes each and are taught once a week, in four week sessions.

★ Payment is due by the ***first*** of the month, unless otherwise noted. If payment is not received by the ***tenth*** of the month a \$10.00 late fee will be assessed. If no payment is received within the ***first three teaching weeks*** of the session, your child will not be able to attend class until the balance and late fee has been paid. If your child is not returning to class, the outstanding balance is still due.

★ Mail your payment and coupon to: COMPUTER EXPLORERS
P.O. Box 1007
Addison, IL 60101

We are not responsible for lost or misplaced checks. Please do not leave payments at your child's center/school.

★ There is a \$30 charge for returned checks.

★ If you would like to set up Auto Pay using your credit or debit card, please fill out the credit card information found on the Registration Form.

★ There is no credit or refund if the class is held and your child is absent. If Computer Explorers must cancel a class, a makeup class will be scheduled.

★ Credits may be issued for a child's absence with seven (7) days *prior* notice.

★ TechStars® classes are ongoing. You may withdraw your child at any time. However, we ask that you please notify COMPUTER EXPLORERS, not the center/school staff, of a cancellation with a **10-day *written* notice**. If we are not notified, your account will accrue monthly fees and late charges.

★ If two or more siblings are enrolled in TechStars® class, each month a \$5.00 sibling discount will be given to the eldest child.