

# Calendar & Class Schedule



October 2020						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

November 2020						
S	M	T	W	T	F	S
				29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25			

December 2020						
S	M	T	W	T	F	S
				26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

February 2021						
S	M	T	W	T	F	S
						30
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	

March 2021						
S	M	T	W	T	F	S
						27
28	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	

     No Class - no make up

     No Class - make up required

Bellevue			
WED	THU	FRI	SAT
3:00			9:30
4:15	4:15	4:15	10:45
5:30	5:30	5:30	12:00
6:45	6:45	6:45	1:30 2:45

Bothell				
MON	TUE	WED	THU	SUN
		3:15		9:30
4:30	4:30	4:30	4:30	10:45
5:45	5:45	5:45	5:45	12:00
7:00	7:00	7:00	7:00	1:30 2:45

Mill Creek		
TUE	FRI	SAT
		9:30
4:30	4:30	10:45
5:45	5:45	12:00
7:00	7:00	1:30 2:45

Seattle	
SAT	SUN
9:30	9:30
10:45	10:45
12:00	12:00
	1:30

Issaquah		
TUE	FRI	SUN
		9:30
4:15	4:15	10:45
5:30	5:30	12:00
6:45	6:45	1:30 2:45

Issaquah Highlands
MON
4:15
5:30
6:45

Sammamish
SAT
1:30
2:45
4:00

Redmond		
WED	THU	SUN
3:15		9:30
4:30	4:30	10:45
5:45	5:45	12:00
7:00	7:00	1:30 2:45

Redmond Ridge
FRI
4:15
5:30
6:45

Renton		
TUE	WED	SUN
		9:30
4:15	4:15	10:45
5:30	5:30	12:00
6:45	6:45	1:30 2:45

Locations	Address	Phone	E-mail
Bellevue	919 124th Ave NE, Ste 104	425-453-9532	bellevue@bestinclasseducation.com
Bothell	20806 Bothell-Everett Hwy, Ste 101	425-368-3069	bothell@bestinclasseducation.com
Issaquah	1505 NW Gilman Blvd, Ste 6	425-272-1328	issaquah@bestinclasseducation.com
Issaquah Highlands	2550 NE Park Dr	425-272-1328	issaquah@bestinclasseducation.com
Mill Creek	16030 Bothell-Everett Hwy, Ste 160	425-318-3182	millcreek@bestinclasseducation.com
Redmond	16701 Cleveland St, Ste B	425-292-1818	redmond@bestinclasseducation.com
Redmond Ridge	10315 Cedar Park Crescent NE	425-292-1838	redridge@bestinclasseducation.com
Renton	4820 NE 4th St, Ste A107	425-333-7333	renton@bestinclasseducation.com
Sammamish	825 228th Ave NE	425-880-3788	sammamish@bestinclasseducation.com
Seattle	2100 E Spruce St	206-341-9914	seattle@bestinclasseducation.com

# Fees & Policies



## Tuition Fees and Payment Policies

1. Tuition must be paid through EFT only (checking or savings account). A \$100 last month deposit is required for EFT.
2. Assessment Test Fee: \$25 per test payable in advance (can be applied towards registration fee)
3. Registration Fee: \$50 payable on the date of registration.
4. Re-registration Fee: \$50 if resuming the program after a 6-month or longer break.
5. A \$30 service fee is charged for a check or EFT returned from the bank.
6. A \$30 processing fee applies if switching from one subject to another within a 3-month/quarterly period.
7. Tuition fee is monthly regardless of number of weeks in the month.
8. Students may begin mid-month. However, tuition is pro-rated for the first time only according to the day of the month enrolled. Full tuition is charged for all subsequent months. **No partial monthly payment is accepted.**
9. Fees will be collected monthly through "autopay" EFT on the 1<sup>st</sup> day of each month or the next available business day. **Last month deposit is non-refundable and non-transferrable.** Written notice of 45 days before the last day of class is required to cancel classes. Partial month cancellation is not accepted. Deposit will be applied as payment towards the last month of tuition.
10. **Paid tuition is non-refundable and non-transferrable** regardless of missed classes, absences or partial month cancellations.
11. **Referral credit:** Best in Class is pleased to award \$25 for both Enrichment customers for referring a new student to Best in Class. Student must enroll in the Enrichment program to qualify for the referral credit.

## Enrichment Scheduling Policies

12. Absence and reschedule notices must be given at least 24 hours prior to class and will be accommodated only if space is available.
13. Students not arriving on time or arriving without notice may not be accommodated.
14. Please provide the center written notice of vacation at least two weeks prior to vacation.
15. It is the parents' responsibility to contact the center to schedule make-up classes within three months of an excused absence. **Missed classes must be made up within 3 months of the date of absence and student must be actively enrolled with current tuition.**

16. Students are provided with one packet of homework per subject each week of class. **Extra homework is considered an extra class with an extra fee.**
17. If you intend to withdraw, **written notice of 45 days before the last day of class is required.** We need this time in order to cancel "autopay" service and apply the last month deposit. **Paid tuition cannot be refunded or transferred.**

## Private Tutoring Scheduling Policies

18. Absences and re-scheduled lessons must be made at least **48 hours prior to time of class.** Late notice will result in **0.5 hour credit deduction.** Less than 24 hours notice will result in full credit deduction.

## Classroom and Attendance Policies

19. Students must be picked up and dropped off on time. Late pickup may result in a fee of \$1 per minute.
20. All students are required to show respect for their instructors and peers at all times.
21. Food (especially gum), drinks, and electronics are prohibited in class.
22. Please keep the center and surrounding facilities QUIET and CLEAN at all times.
23. Do not allow students to wander outside the center.
24. Best in Class Education Center is **not responsible for the safety** of the students outside of the center.
25. Parents are not allowed to enter classrooms while tutoring is in session. If your child has special needs, please notify the manager ahead of time to discuss.
26. It is the parent's responsibility to ensure that homework is completed each week.
27. New packets may not be provided to students who have not completed homework.
28. For the safety of the students, parents must park their vehicles properly and come in to the center to pick up their children.
29. Parents authorize Best in Class Education to use child's image/likeness and completed class/art work for promotional purposes.

We would like to remind all parents that enrichment student classes are for one hour and fifteen minutes per subject. Our private tutoring classes are generally for 55 minutes. Our insurance policy requires that we do not keep the children longer than our service agreement, as we do not have a licensed babysitter on the premises. Also, in order to ensure that all students receive their tutoring, it is required that all students arrive and leave on time. Thank you for your cooperation.

**Policies are subject to change without notice.**

