

Sequoia Academy 2017-2018 Registration Policy

In an effort to serve our students better, here is the 2017-2018 class policy effective as of 8/15/2017.

Registration fee is \$75 per school calendar year. The registration fee will be waived only if the student registers and pays the tuition 1 week before the Fall class starts. Registrations will not be processed without payment. Should Sequoia Academy cancel a class, a refund will be issued.

Please send tuition to:

Sequoia Academy

800 San Antonio Road Suite #1

Palo Alto, CA 94303

If you have any questions, please contact us by email.

Email: contact@sequoiaacademy.com

The tuition is due before the class starts. Once the class starts, there will be a \$50 late fee per week. The student has up to two weeks to withdraw from a group class. The tuition will be prorated and the remainder will be credited for future use. There is a \$75.00 processing fee for cancellation. If the withdrawal is requested after two-week period, the tuition is forfeited.

Group Lesson Makeup Policy: up to two times per session per student is allowed. We will offer some fixed time slots for makeup. If the student needs additional makeup (i.e. exceeding two times limit, or has time constraints otherwise), he could request a private lesson of 75 min for \$90 per makeup.

Private lesson policy: A private lesson will be scheduled and confirmed only after the tuition is paid in full in advance. All private tutoring rescheduling or cancellation must be emailed in to our office at least 48 hours in advance. All private tutoring that is rescheduled within 48 hours from the start of the session will be charged the full price of the session.