

JEI Enrichment Program Policy

- Monthly tuition includes a 4-session period. It is very important that you ask for a copy of our current year operating calendar because your 4 sessions may or may not all fall in the same calendar month.
- Student must attend his/her session at the scheduled day and time.
- Only one make-up session per period is allowed for each subject the student is enrolled in. If the student misses more than one session per subject in a given period, the additional missed sessions are forfeited. However, the student may pick up his/her worksheets for the missed session within 30 days.
- Please do not show up for a make-up session without first making a request by phone (732-866-9099) or email (jeimarlboro@gmail.com).
- All make-up sessions must be utilized within 2 weeks of the missed session or will be forfeited.
- We are not responsible for grading or teaching any supplemental worksheets that are not part of the JEI program. Any supplemental materials provided as a convenience to parents must be graded at home.
- Students must be picked up on time. A late pick up fee will be imposed after 15 minutes.
- The tuition fee is due in advance, by the end of each month, for services to be rendered the following month. There will be a 10% administrative fee assessed on each invoice if payment is not received by 1st of each month. All tuition and fees collected are non-refundable.
- First and last months' tuition fee is due in full at the time of enrollment. An exception will be granted to those with a recurring payment arrangement.
- One-month advance notice is required before withdrawing or suspending from the program. All withdrawals will be calculated based on the last session of the following month. For example, a withdrawal request received on May 17th will have an effective termination date of June 21st.
- If the student should return after an absence of 90 days attendance, he/she will be treated as a new enrollment.