

Versan Programme Agreement

1. This agreement entered into on this \_\_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_\_\_ between **VERSAN**

**EDUCATIONAL SERVICES** and the following responsible parent/guardian (hereinafter referred to as the “Client”)

shall govern the rendering of educational services for the benefit of the following student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Full Name of Responsible Parent/Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Signature of Responsible Parent/Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

2. Terms and Conditions

The **Client** agrees as follows:

(A) That tutor’s responsibilities include provision of instructional sessions and review of those sessions via VERSAN DIRECT

(B) To check VERSAN DIRECT regularly for updates on student’s progress and remain in communication with VERSAN

(C) To ensure student arrives on time, as scheduled, to sessions as arranged including Mock Exams prescribed

(D) To REGISTER the student with the relevant testing agency (SAT/ACT/SSAT/GRE, etc.) for the EXAM

(E) Timely payment of fees

3. FEES (For students who do not do the classes)

• US$50 per hour for private tutoring

• US$10 per Mock Exam

• US$50 Diagnostic Exam Fee deductible from Tutoring Program Cost

(For students registering for classes)

• SAT Programme: Classes only US$1000. Full Program US$1600.

• SSAT Programme: Classes only US$1000. Full Program US$1600.

• ACT Programme: Classes only US$1000. Full Program US$1600.

• GRE Programme: Classes only US$1000. Full Program US$1600.

• GMAT Programme: Classes only US$1000. Full Program US$1600.

• LSAT Programme: Classes only US$1000. Full Program US$1600.

Unlimited Consultations: US$600. Individual Consultation Session: JM$8000 or US$50. Online Consultations JM$8000.

US High School Program: US$5000 for full year

Online Consultation for clients outside of Jamaica: $4000.

Past 1 Month overdue: interest of 4% and it keeps increasing in increments of 4% as the number of months increases.

Full payment is required to confirm private tutor(s), dates and times BEFORE sessions commence. If requesting a

payment plan, your credit card information will be required and an automatic deduction agreement signed, in order to

guarantee sessions.

4. POLICY ON CANCELLATION, RESCHEDULING, TARDINESS & ABSENCE

• Please note that in the case of cancellation of sessions after confirmation, a cancellation fee of 10% of the cost of the

session(s) plus a US$50 diagnostic exam fee will be assessed.

• An absence is defined as such when a student is absent from a confirmed session having not cancelled/rescheduled at

least 24 hours. Please note that client is liable for the cost of sessions not cancelled/rescheduled at least 24 hours in

advance.

• Parent/Student is responsible for ensuring that the student is ready to begin the session at time scheduled and

sessions will not be extended based on student’s tardiness.

• Please note that our Tutoring Centre is high volume and in high demand and our policies reflect our efforts to ensure a

seamless experience

Tutor will make every good faith effort, utilizing knowledge and expertise, to assist student in achieving desired

performance; however, results cannot be guaranteed and the designated fees are payable whether or not the desired

results are accomplished. Please note that no refunds are offered outside of the terms outlined above. Client is liable for

fees for services rendered/confirmed even if the tutor is instructed by the responsible party to terminate his/her services

or if the client withdraws.