



blue tomato

center for individual learning and critical thinking

blue tomato policy agreement form

Attendance and Telephone

- Cancellations received after 3 p.m. (for any reason including illness) the day preceding the appointment will be billed. This policy ensures that tutors are able to fill unexpectedly open hours and to be certain of their schedules.
- All cancellations and schedule changes must be made through the office (not individual tutors) 212.387.0447 in order to be valid.
- A student's session starts at the time appointed; if a student arrives late, he forfeits that time.
- Parents who wish to have extensive (30 minutes or longer) assessment calls or meetings should schedule these appointments in advance; these appointments are billed at our normal rate.

Payment

Monthly Pre-Payment Plan

Because tutors hours are in great demand, blue tomato cannot guarantee tutor availability on a regularly scheduled basis without pre-payment. Once a family schedules their hours for the following month (2 months prior scheduling is suggested), those hours must be prepaid either by check or credit card. Scheduling for each month should be done no later than the 20th of the month prior. This monthly payment option enables us to ensure you and your children the tutors of your choice and the kind of service you have come to expect from blue tomato.

Pay per Visit Plan

Those families who do not require regularly scheduled appointments have the option of booking appointments on an as-needed basis. Payment for these appointments is due at the time of the visit. While we will always do our best to accommodate your requests, without a monthly pre-payment plan we cannot guarantee tutor or time availability.

Payment is due at the time that services are rendered if they have not been pre-paid. Below please provide all credit card information for the card you would like charged in the event that a check is not provided.

I understand and agree to the above stated policies. I authorize blue tomato to charge the credit card listed below at the time that services are rendered if they have not been previously paid or paid by check.

SIGNATURE		DATE	
PRINT NAME (as it appears on the card)		EMAIL ADDRESS	
STREET ADDRESS	CITY	STATE	ZIP CODE
CREDIT CARD: <input type="checkbox"/> AMEX <input type="checkbox"/> Mastercard <input type="checkbox"/> Visa			
CREDIT CARD #		CARD CODE (code above or on back of card)	
EXPIRATION DATE		PHONE NUMBER	