



GENERAL INFORMATION

Students are expected to attend all classes on time and hand in homework on time.
 Students are expected to respect the instructors, IDEA MATH staff, and other students.
 Students are expected to take good care of the school's facilities and stay within the designated area for IDEA MATH students.

Arrival and Departure

Students are expected to arrive after 1:15 pm, and be picked up by 4:45 pm. In case of an emergency when the student's parents can not arrive at school on time, please inform the IDEA MATH staff as early as possible. Charges (\$10 for each 20 additional minutes) may be applied for late pick ups.

Attendance

Since students are expected to attend all classes, please contact us as early as possible for any absences. The instructors are not responsible for make-up classes.

Cell Phone Usage

Please make sure all cell phones are turned off during classes. We recommend you to only use your cell phone after classes or in an emergency situation.

Class Cancellation

In case a class must be cancelled, we will make our best effort to notify each student about the cancellation. Class cancellations will be posted on our website and be emailed to each student. IDEA MATH will find appropriate times to make up any cancelled classes.

Tuition Refund Policy For Each Session

Withdraw Request Made by	Refund Amount
2 weeks before 1st class	Paid Tuition - \$100
before 1st class	Paid Tuition * 80% - \$100
After 1st class	Paid Tuition - \$300
After 2nd class	Paid Tuition - \$485
After 3rd class	Paid Tuition - \$645