

# Cancellation Policy

Appointments cancelled at least 24 hours before the scheduled time will be re-scheduled without charge.

If you cancel a private session within 24 hours before the scheduled time, and we cannot fill that hour, you will be charged \$70. Students enrolled in a class package program will forfeit 30 minutes of a private session.

If you do not show up for a class or tutoring session, you will be charged the full session fee. Students enrolled in a class package program will lose that session.

If your student misses a session of a test preparation class, a make-up class will be offered if there is a spot available in another class. If not, the student can make up the information that they missed by using one of their private tutoring sessions that is included in the class package.

**To cancel an appointment, please call the office at which the tutoring is to take place. If no one is available please leave a message. You must also notify your tutor.**

Effective date 3/15/2017



EDUCATIONAL  
SERVICES

250 South Avenue  
Suite 103  
Fanwood, NJ 07023  
908 322 0533

150 Morristown Road  
Route 202, Suite 120  
Bernardsville, NJ 07924  
908 630 0300

Test Preparation

College Counseling

Curriculum Tutoring

[www.ivyed.net](http://www.ivyed.net)

[fanwood@ivyed.net](mailto:fanwood@ivyed.net)

[bernardsville@ivyed.net](mailto:bernardsville@ivyed.net)