

Tutoring Cancellation Policy and Credit Card Authorization
Parlez Vous, Inc.

If cancellation or rescheduling of a tutoring session is necessary,
please contact Parlez Vous **at least 48 hours before** your scheduled session.

To cancel a session please call 703.838.9683 to leave a message AND send an email to
cancel@parlezvous.org.

In order to avoid same day cancellation charges you must notify Parlez Vous by phone and email.

- When notifying the Center of a cancellation 48 or more hours in advance, the client will not be charged for the cancelled session.
- When notifying the Center one day before the scheduled session, the client is charged 50% of the cancelled session price.
- When notifying the Center on the day of the scheduled session, the client is charged 100% of the cancelled session price.

Note: Late cancellations due to extenuating circumstances will be evaluated on a case-by-case basis.

Your signature below verifies that you have read and understood the cancellation policy.

X _____
Signature of Client
Date:

Please check the appropriate boxes below determining the uses for your credit card.

Please note that ALL tutoring clients must have a credit card on file in support of cancellation policy

Cancellation Policy ONLY (**Required**)

BOTH Cancellation Policy and Credit Card Authorization for Payment

Your signature below verifies your authorization to use your credit card as indicated above.

X _____
Signature of Client
Date:

Client Credit Card Information

Cancellation Policy

This information is required to ensure client compliance with the Cancellation Policy; this information is confidential and will not be released to other parties.

Credit Card Authorization

After receiving voice or email authorization, the Center will use the below credit card for applicable programs costs.

Credit Card Number: _____ Exp. Date: _____

Security Code: _____ (three digit number on back of card) Card Type: Visa

Name (as it appears on card): _____ MC

Address: _____ Discover
