



OPEN HEAVEN ACADEMY

BOOKING & PAYMENT POLICY

At Open Heaven Academy, we are committed to providing structured, high-quality tutoring services. This policy ensures that all sessions are properly reserved, staffed, and compensated so that each student receives focused, uninterrupted instruction.

BOOKING REQUIREMENTS

All tutoring sessions must be booked at **least 48 hours** in advance through the Open Heaven Academy website.

Bookings are not confirmed until:

- payment is successfully submitted
- a valid payment method is on file
- the parent/guardian has signed all required policies
- Open Heaven Academy does not accept same-day bookings.

PAYMENT TERMS

- All tutoring sessions must be paid in full in advance
- Payment is required at the time of booking
- Sessions will not be held without completed payment

Payments may be made:

- per session
- or through an approved monthly plan

ACCEPTED PAYMENT METHODS

Open Heaven Academy accepts:

- Credit Card
- Debit Card

All payments are processed securely through our website. All payments are **non-refundable**.

CARD ON FILE AUTHORIZATION

By booking services with Open Heaven Academy, the parent/guardian authorizes the academy to securely keep a card on file and charge for:

- scheduled tutoring sessions
- late arrival fees
- missed sessions or no-shows
- late cancellation fees
- any outstanding balances owed

CONSENT & AGREEMENT

By signing below, the parent/guardian agrees that they have read, understand, and agree to abide by the Open Heaven Academy Tutoring Payment Policy.

Student Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____