

INVOICING PROCEDURES & POLICIES

The following document outlines Cognition's policy surrounding all payments for Summer Tutoring Camps.

- To ensure all camp spots have an opportunity to be filled, your student(s) registration will not be confirmed until we receive notice that your invoice is paid in full.
- All invoices will be sent out as soon as your sign-up form has been reviewed and you are encouraged to pay them quickly so as to not lose your spot.
- If you provide an acceptable promo code on your sign-up form and/or sign up for both an ELA and Math Camp, the 25% off will be reflected on your invoice.
- **There will be no reimbursement for any missed sessions during the length of the camp. We ask that you select the cohort option that best ensures your student(s) attendance for all nine sessions.**
- You are eligible to receive a full refund for your invoiced total ONLY IF you confirm with 24 hours' notice of the first scheduled session that your student(s) will not be attending any sessions.
- Cognition invoices are sent out using Square and we do not accept cash or check payments for any services.
- Cognition does not keep a record of any cards you may use for our services.

For any questions or concerns surrounding this information please contact familytutoring@cognition.com.



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