

## BWS Education Consulting Secure Registration Form

**WE CURRENTLY HAVE AVAILABILITY FOR IN-PERSON COLUMBUS-AREA TUTORING OR SKYPE TUTORING WITH AN ASSOCIATE TUTOR.**

To hold your spot for tutoring, please complete this form. This will:

- Give us details about your child's unique academic needs
- Help us schedule sessions when and where it's most convenient for you
- Streamline billing so your child does NOT need to bring payment each week

Upon completion, we will match your child with the best tutor available based on your child's unique needs.

**Instructions: PLEASE USE A COMPUTER TO FILL OUT THIS FORM.**

1. **Click** on this link below.

<https://payments.paysimple.com/Login/CheckoutFormLogin/syTd6An9VYDCbh5lBUcIVTwp1aA->

2. On the page that appears click on **"Click Here to Pay Now"** on the **left**.

3. **Complete form.** *(You are not required to fill in a company name. You can skip the "create account" feature.)* Please let us know if you would like to work with a specific tutor and we will do our best to accommodate you.

4. Click **"Pay"** on **"Process payment for \$20?"** popup. *(The \$20 non-refundable deposit holds your spot and is fully applicable towards the first tutoring session. We currently accept Visa, MasterCard, Discover, and payments from bank accounts. We are fully PCI compliant. For details on PaySimple's state-of-the-art 256-bit encryption, please visit <http://paysimple.com/security.html>)*

5. You will see a printable receipt when the enrollment is complete. *(You will also receive an email receipt.)*

**Once you have registered, our system will notify us and we will have a tutor contact you via email to schedule appointments within three business days. Please be sure to check your spam folder.**

Please know that we have a 24-hour cancellation policy. If a cancellation is made within 24 hours of a scheduled appointment, we require full payment and your account will be charged automatically.

You or your child can sign a time-sheet at each session with the tutor, and we will take care of billing within one week of the session. We will email you a receipt.

You don't have to do anything at all with billing once you are enrolled in our system. If you have any questions at all about billing or scheduling, please [email](#) or call us and we will help you through it.