

**MERRILL EDUCATIONAL CENTER**  
**5743 Corsa Ave. Suite 118 Westlake Village 91362**  
**(818) 865-0008**

Dear Parents and Students,

We would like to inform you that all cancellations have to be made 24 hours prior to your appointment. Full session charges will apply to “ALL” late cancellations.

In order to provide high quality education, regular attendance is essential to success. So please be advised that after 3 cancellations made within a 3 month period, our office will require payment for any missed appointment. If payment is not made, it will be assumed that you do not wish to retain your scheduled time. At that point, a student from the waiting list will be contacted and the hour will be offered to them.

We appreciate your cooperation in this matter. Together we can ensure success for your child, meeting their goals in a timely manner.