



## Tutoring Contract, Truesdale Academy Tutoring

This agreement is made between the following Tutor and Client/Clients.

**Student:**

Phone: (c) \_\_\_\_\_ (h) \_\_\_\_\_

Home Address: \_\_\_\_\_

**Parent/Guardian (Client & Primary Contact Person):**

Phone: (c) \_\_\_\_\_ (h) \_\_\_\_\_

Email Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

Preferred Contact Method: \_\_\_ Text \_\_\_ Email \_\_\_ Phone (c) \_\_\_ Phone (h)

**Parent/Guardian (Client & Alternate Contact Person):**

Phone: (c) \_\_\_\_\_ (h) \_\_\_\_\_

Email Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

Preferred Contact Method: \_\_\_ Text \_\_\_ Email \_\_\_ Phone (c) \_\_\_ Phone (h)

**Tutor:** Truesdale Academy Tutoring: Kelly Green

Phone: (704)275-5277

Email Address: TruesdaleAcademy@gmail.com

**TUTORING**, beginning on the \_\_\_th day of \_\_\_\_\_, 20 \_\_\_\_, and continuing thereafter at the following times (see attached schedule) tutoring shall be provided at the following location \_\_\_\_\_.

### FEES & PAYMENT

My rate is \$\_\_\_ per session, which lasts anywhere from 50 minutes to one full hour. This fee applies for tutoring, testing, and report writing. Payment shall be made in advance, on a weekly basis prior to the next week of sessions. Accepted methods of payment : Cash, Check, Money Order, Cash App, Venmo, Zelle, and PayPal, as well as the ESA+ funding option through Classwallet. There is a 3.75% processing fee added to ALL forms of payment other than cash or check. No tutoring will be available until the advance session's payment has been made.

### TRAVEL TIME

Charges for travel time will be made according to the regular rate if sessions occur in-home or at the client's preferred location.

## **LATENESS, CANCELLATIONS, and NO SHOWS**

The lateness and cancellation policy has been created to be fair to the Client and Tutor, as well as other students who may be scheduled the same day as the Student.

### **Lateness**

No adjustment of fees or schedule shall be made for time lost because of late arrival or early departure by the Student.

In addition, a student who is picked up late more than once will be subject to additional fees for the extended time according to the normal hourly rate.

### **Cancellations**

Client agrees to let the Tutor know of cancellations by phone, text, or email at least 24 hours before the scheduled session, whenever possible. If the Client cancels a session less than 24 hours before the scheduled session, the Client will be charged for the session. Same-day cancellations should be made by text or phone call and will not be refunded.

### **No-Shows**

If a session is missed without prior notification (No-Show), Client will be charged the full hourly rate for the missed session. Client agrees to let the tutor know within 24 hours that the following appointment will be kept.

### **Rescheduling/Rate Review**

Sessions will be billed a week in advance to secure the session. Schedules will be reviewed with the client up to one month in advance to solidify dates. When cancellations occur three (3) days in advance of the session, the Tutor will do their best to reschedule the session in the preferred time slot for the client. No refunds shall be made; credits will be applied to the client's account for future use. The Tutor and Client will review tutoring rates every six months, alongside student progress reports.

**If at any time, either the parent or tutor decides to discontinue tutoring for any reason, all unused sessions will be refunded.**

We agree with the policies in this contract.

\_\_\_\_\_

(Tutor Signature)

\_\_\_\_\_

(Date)

\_\_\_\_\_

(Client Signature)

\_\_\_\_\_

(Date)

\_\_\_\_\_

(Client Signature)

\_\_\_\_\_

(Date)

