

# MY TUTOR TIME

## ENROLLMENT INFORMATION SHEET



At Tutor Time, we believe in nurturing academic excellence and fostering a love for learning. Our personalized tutoring services are designed to cater to the unique needs of each student, ensuring they reach their full potential. Here's how you can enroll with us:

### ENROLLMENT PROCESS:

- 1. Submit an Enrollment Form:** Begin your journey by filling out our Enrollment Form. This form collects basic personal and academic information to help us understand your requirements better.
- 2. Phone Consultation:** After receiving your Enrollment Form, we'll schedule a phone consultation to discuss your goals and create a personalized student learning plan tailored to your child's needs.
- 3. Review Potential Candidates:** Our team will carefully review potential tutors based on your requirements and preferences. We take into account factors such as subject expertise, teaching style, and compatibility.
- 4. Virtual Meet & Greet:** Once a suitable tutor is selected, we'll arrange a virtual Meet & Greet between your family and the tutor. This 15-minute meeting allows both parties to get acquainted and discuss expectations.
- 5. Scheduled Sessions:** With everything in place, scheduled tutoring sessions can begin according to the agreed-upon timetable. Our tutors employ engaging teaching methods and personalized strategies to maximize learning outcomes.
- 6. Receive Timely Feedback:** After each tutoring session, you'll receive timely and specific feedback outlining your child's progress and areas for improvement. We believe in transparent communication to ensure continuous growth.

*For more information about our guiding principles and detailed methodologies, please visit our website: [www.mytutortime.ca](http://www.mytutortime.ca).*

### FEES

- **Invoicing:** Invoices are generated and sent out through the family portal at the beginning of each month for the upcoming month's sessions.
- **Payment Options:** Fees can be conveniently paid via e-Transfer and/or Credit Card through a secure online link provided in the invoice.
- **Monthly Payments:** Payments are due at the end of each month, ensuring a hassle-free experience for our clients.
- **Family Enrollment Fee:** A one-time charge of \$25/family is due after the first session and will appear on the first month's invoice.

*For more details about our fees and year-round promotions, please visit our website: [www.mytutortime.ca](http://www.mytutortime.ca).*