



MAD STRATEGIES TUTORING
Putting all the pieces of learning together.

I. Contact Information

Tutoring Subject(s): _____

Tutoring Location: In-home Online Library _____ Other _____

Student Information

Name:
Address:
Contact Number:
Email:
Birth date:

Parent/Guardian Information (if student is a minor)

Name
Address (if not the same as student):
Contact Number:
Email:

Tutoring Day(s): Tues Wed Thurs Fri Sat Time: _____

II. Payment

1. Methods of Payment:

Payment shall be made prior to tutoring session OR made for multiple sessions in advance.

Accepted methods of payment: **Cash Check* Credit Card** (MC, Visa, Amex, Disc)**

- **\$15 fee for returned checks**
- **Additional \$2 per fee for credit card transactions**

Receipts and invoices for payments will be sent electronically via **email** or **text** (check one)
at the following email/cell number _____

2. Fees/Compensation/Materials:

(a) Tuition shall be calculated at a rate of _____(\$) dollars per hour of tutoring. No further fees shall be charged for traveling (to the specified Location) or preparation time of the Tutor. Tuition rates may be adjusted from time-to-time and shall become effective after having given the Student seven (7) days written notice. When Tutor is required to travel to any address **outside of the specified Location**, the standard fee of \$_____/hr shall include travel time to and from Location. A fee of \$5 per every 15 minutes of travel of Tutor (rounded up, one-way) will be added to the total fee.

(b) In some cases, extra materials may be required for certain types of lessons. If extra materials such as workbooks, manipulatives or books specific to the Student’s school are necessary, the Student/Parent shall incur all costs for such materials. Consequently those materials will be considered the Student/Parent’s property, and will remain the Student/Parent’s property after tutoring lessons are completed. Any materials purchased by the Tutor shall be considered the Tutor’s property, and will remain the Tutor’s property after lessons are completed.

Special situations will be assessed as needed.

I have read, understand, and agree to the terms for “Payment” (_____)
initials

III. Scheduling

1. Cancellations:

(a) Cancellations by the student/parent must be given to the Tutor **at least 24 hours** in advance. If the Student/Parent does not give 24 hours notice, the Student/Parent will be charged for the full amount of time scheduled.

(b) The Tutor may cancel lessons by giving 24 hours prior notice to the Student/Parent in which case no fees shall be incurred. In the case that a lesson was pre-paid, the Tutor shall reschedule the appointment at a time agreeable to both parties. If, for some reason, the lesson cannot be rescheduled during the same week, the Tutor and Student/Parent will agree to either

- (1) have the pre-paid portion of the tuition refunded, or
- (2) apply the pre-paid portion of the tuition toward another future lesson.

2. Late Arrivals:

(a) Fees are calculated according to the times stipulated in the schedule and no adjustment shall be made for time lost because of late arrival by the Student. In addition, students picked up late on more than one occasion will be subject to additional fees equal to ¼ of the hourly rate for each 15-minute period.

(b) Any lost time because of the late arrival of the Tutor shall be compensated for by extending a lesson by the amount of time that is lost. If the Tutor or Student/Parent is unable to have the lesson extended, the Tutor shall subtract the time she is late from the owed tuition. In the case that a lesson is pre-paid, the Tutor and Student/Parent will agree to either:

- (1) have the pre-paid portion of the tuition refunded, or
- (2) apply the pre-paid portion of the tuition toward another future lesson.

3. Rescheduling:

(a) The Student/Parent may be able to reschedule a lesson in lieu of cancelling when 24- hours notice is not given to the Tutor. Rescheduling must be agreeable to both parties. If the Tutor is unable to accommodate the Student/Parent with a rescheduled lesson, the Student/Parent is still responsible for payment of the cancelled lesson. If the Tutor is able to accommodate the rescheduled lesson, the same cancellation rules apply to the newly scheduled lesson as stated above. The rescheduled lesson must be for at least the same amount of time as the regularly scheduled lesson. If it is shorter, the full amount of the original lesson will be charged.

4. No-Shows:

(a) No-shows include lessons in which the Student does not show up to his or her lesson with no notice at all to the tutor (text, email, etc.). Tutor shall **wait at least 15 minutes** before marking a student at a No-Show. No-shows will be treated as “cancelled lessons” in regards to payment, and a student who has more than (3) No-Shows will be subject to termination of any further tutoring lessons in the future.

I have read, understand, and agree to the terms for “termination” (_____)
initials

IV. Termination

This tutoring contract shall be effective on the date hereof and shall continue until terminated at any time by either party upon **seven (7) days prior written notice** (email or letter).

I have read, understand, and agree to the terms for “termination” (_____)
initials

I understand that in the event that the Student/Parent does not compensate the Tutor as stated in sections II, III, and IV, the Tutor may send an invoice via Square Invoices or Paypal. All invoices for both Square or Paypal shall include a 2.75% processing fee and will be sent via email to the Primary Student/Parent responsible for fees, as outlined in section II. Payments are due upon receipt.

Signature

Date

IV. Obligations

7. The Tutor shall:

- A. Structure each session optimize time to benefit the student
- B. Keep the student's information confidential, with the exception of the parent or guardian listed in the contract. The tutor will only contact outside parties if given written permission to do so.
- C. Not assign duties or obligations under this contract to a third party without the permission of the tutor.
- D. At any time be required or obligated to provide homework or assignments on behalf of the student.
- E. Attend all scheduled tutoring sessions and arrive on time.
- F. Contact the student/parent no less than 24-hours in advance should a session need to be rescheduled or cancelled.
- G. Wait **at least 15 minutes** before marking a student as a "No-Show."

8. The Student/Parent (if student is a minor) shall:

- A. Attend all scheduled tutoring sessions and arrive on time.
- B. Contact the Tutor no less than 24 hours in advance to cancel or reschedule a session.
- C. Bring all assignments, textbooks, notes, homework, and any other necessary materials to the tutoring session; share that information with the tutor.
- D. Actively participate during the tutoring session by doing the following: asking questions, engaging in dialogue, taking notes, and completing all assignments.
- E. Bring tutoring notebook, folder, and complete extra practice, if provided, assigned by the Tutor.

If the student is a minor:

- A. The parent must remain in the building while the Tutor and student are working together unless consent is provided. Permission can be provided below:

I hereby give my permission for the Tutor and student to complete tutoring lesson together at my chosen location together without my parental supervision.

Signature

Date

No Warranties

While the tutor is confident in her skill and teaching ability, the Tutor makes no promises or warranties with regard to the student's (clients') performance as a result of any tutoring provided.

Whole Agreement

This agreement supersedes any and all agreements, either oral or written, between the parties with respect to the rendering of services by Tutor and contains all of the representations, covenants, and agreements between parties with respect to the rendering of those services. Any modification of this agreement will be effective only if it is in writing signed by both parties.

IN WITNESS WHEREOF, the parties hereto have executed this tutoring contract agreement. I certify that I have read and discussed the information contained in this contract. I agree to work cooperatively with this tutor to achieve academic success, and to fulfill my responsibilities set forth in this contract.

Tutor

Print

Signature

Date

Student

Print

Signature

Date

Parent (on behalf of the student _____) who is a legal minor.

Print

Signature

Date