

Tutoring Contract Terms & Conditions

Client

contact info

Name

First Name Last Name

Email

example@example.com

Address

Street Address

Street Address Line 2

City State / Province

Postal / Zip Code

Phone Number

Area Code Phone Number

Tutor

contact info

Name

First Name Last Name

Email

example@example.com

Address

Street Address

Street Address Line 2

City State / Province

Postal / Zip Code

Phone Number

Area Code Phone Number

Tutoring subject

Location Preference *

Prime Time Medical Training office-Fridley
Library

On _____, the Client _____ and Prime Time Medical Training/contracted tutor are entering into an agreement whereby the Tutor will provide customized one-one-one tutoring services to the Student.

FEES PAYABLE TO THE TUTOR

Fees shall be calculated at a rate of (\$ /hr) per hour of tutoring. No further fees shall be charged for traveling or preparation time of the Tutor. Fees may be adjusted from time to time and shall become effective after having given the Student (_7) days written notice prior to implementing.

The rate of tutoring is at a reduced rate of \$ /hr due to the fact that the student requested to partake in group tutoring sessions. The total cost for this student's tutoring invoice, including fees and discounts if applicable is \$_____.

PAYMENT

A \$50 non-refundable administration fee and a \$50 deposit shall be made immediately prior to the start of the first tutoring session unless another payment arrangement has been agreed on and submitted in writing to Prime Time Medical Training. If client wishes to be on a payment plan, payments are to be paid weekly within 48 hours of each scheduled tutoring session. Students can pay their invoice balance in full at the start of their first session if they wish to do so as well.

The student plans to make weekly payments for tutoring sessions on_____

Accepted methods of payment:

- Cash
- Check
- Online-Paypal
- Other _____

Name of person responsible for the payment of fees: _____

Late Payments

Late payments are subject to a fee of \$10 per week if not made by 8pm CST on the week it is due. Checks returned by the bank for insufficient funds are subject to a returned check fee equal to whichever is greater—the hourly tutoring services rate or the actual bank fee(s).

SCHEDULE OF LESSONS

Tutoring shall commence on the _____ day of _____ 20____ and thereafter on an ad hoc basis as mutually agreed upon by Tutor and Student. The student and tutor have agreed to book the tutor for _____ hours of tutoring.

CANCELLATION OF LESSONS BY STUDENT

The Student may cancel their attendance of their tutor session by giving at least a full 24 hour prior notice to the Tutor in which case no tuition fees will be incurred. Lessons not attended by the student without giving 24 hours prior notice to the Tutor shall be charged at the full rate for that scheduled session.

Cancellations

Less than 24 hour notice are subject to the following penalties:

\$10 for the first late cancellation

50% of the hourly rate for the second late cancellation

100% of the hourly rate for the third late cancellation.

"No shows" without a phone call will be required to pay 100% of the hourly rate.

Client/Students who arrive late will only be tutored for the remainder of the scheduled hour. Sessions will not be extended into another student's time. All reasonable extenuating circumstances will be taken into account. Repetitive late cancellations, "no shows", and/or late arrivals may result in termination of tutoring services.

CANCELLATION OF LESSONS BY TUTOR

The Tutor may cancel lessons by giving 24 hours prior notice to the Student in which case no fees shall be incurred. Where a lesson was pre-paid, the Tutor shall reschedule the appointment at a time agreeable to both parties. Occasionally, the Tutor may need to reschedule a lesson and will give as much notice as possible. If the Tutor and Client/Student cannot find a mutually agreeable time for a rescheduled lesson, then the Client/Student will receive a credit towards the next tutoring session equal to 50% of the hourly rate. If agreed upon by both parties, the tutor and student may extend the tutoring session to make up for lost time due to lateness.

OBLIGATIONS OF THE TUTOR

- * The Tutor undertakes to do all preparation prior to lessons and to structure lessons in such a way as to optimize time to the benefit of the Student.
- * The Tutor shall keep confidential all information of the Student and shall contact other parties involved in the education of the Student only if given written permission by the Student to do so.
- * The Tutor shall not assign any of his/her duties or obligations under this tutoring contract to a third party without the written permission of the Student. The tutor serves as contractor through Prime Time Medical Training to carry out tutoring services for students.
- * The Tutor shall at no time be required or obliged to execute homework or assignments on behalf of the Student.

OBLIGATIONS OF THE STUDENT

- * The Student undertakes to assist the Tutor in identifying problem areas in which the Student needs specific tutoring.
- * The Student agrees that assignments, exercises or homework form an integral part of tutoring and undertakes to complete such work timeously.

NO WARRANTIES

The Tutor makes no promises or warranties with regards to a student's performance as a result of any tutoring provided. The tutor will put forth efforts to provide the best tutoring services to align with the client's needs but they cannot be held accountable for the academic success (or lack of it) by the student. Obviously, the student (and parents, teachers, and other learning team members) also share responsibility.

STATUS OF THE TUTOR

It is expressly understood that the student retains the services of the Tutor as an independent contractor through Prime Time Medical Training and not as an employee. The Tutor shall be responsible for his/her insurance and for all statutory declarations and contributions with regard to income tax.

TERMINATION

This tutoring contract may be terminated by either party at any time by giving the other party (_7_) days prior written notice.

WHOLE AGREEMENT

This agreement constitutes the entire understanding between the parties with regard to the subject matter thereof and the parties waive the right to rely on any alleged expressed or implied provision not contained herein. Any alteration to this agreement must be in writing and signed by both parties.

MINORS

Where the student is a legal minor, the Parent/Guardian shall enter into this tutoring contract on behalf of the student and shall accept and agree to all the terms and conditions contained herein on behalf of the student/client.

Signed at _____ on this _____ day of _____ 20____.

The Tutor_____

Signed at _____ on this _____ day of _____ 20____.

The Student:_____

Signed at _____ on this _____ day of _____ 20____ on behalf of the Student who is a legal minor.

The Parent/Guardian:_____

Witness: _____ Witness: _____

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How did you find us? *

- Google
- Instagram
- Facebook
- We've Met in Person
- Previous Session Together

Session Type

Date of 1st Session *



Month Day Year

What are some of your strengths with test taking? What are some of your weaknesses?

Allow your tutor to get to know more about you. Share some tips about your learning style and preference.