



OLCA SUMMER TUTORING AGREEMENT

Please sign and return this agreement prior to your child's first summer tutoring session.

We're so excited to work with your family this summer! Below are a few important guidelines to help ensure a smooth and successful experience.

Parent/Guardian Information

Parent Name: _____

Child's Name: _____

Email: _____

Phone Number: _____

Tutoring Level/Subjects Preferred: _____

Tutoring Structure & Scheduling

- Summer tutoring sessions take place Monday–Friday and are one hour long.
- Sessions are one-on-one with a qualified instructor, customized to your child's needs.
- Session rates range from \$55–\$65, depending on the tutor.
- Scheduling is flexible to accommodate summer travel and camp plans.

Summer Conflicts (Vacations, Camps, etc.)

To help us plan ahead and avoid scheduling issues, please list any known dates your child will be unavailable:



Dates Unavailable:

(We will do our best to build your schedule around these!)

Cancellations & No-Shows

- Please notify us of any cancellations at least 24 hours in advance to avoid being charged.
- No-shows or same-day cancellations will be charged the full session rate.
- We understand illness or emergencies happen, exceptions may be made on a case-by-case basis.

Late Arrivals

- Sessions begin and end at the scheduled time.
- Students arriving late will be tutored for the remaining portion of the session.

Payment

- Payment is due before each session or weekly/monthly in advance.
- Accepted forms of payment: cash, check, Venmo, debit/credit, Apple Pay.
- ***A 3% / 3.7% convenience fee applies to Venmo and Square payments.***



Payment Authorization

Please choose one payment method to keep on file in case of no-shows or cancellations without notice.

☐ Debit/Credit Card

Cardholder Name: _____

Card Number: _____

Expiration Date (MM/YY): ____ / ____

CVV: _____

Billing Zip Code: _____

☐ Bank Account

Account Holder Name: _____

Bank Name: _____

Routing Number: _____

Account Number: _____

Account Type: ☐ Checking ☐ Savings

By signing below, I authorize OLCA to charge the selected method for any applicable fees. I understand it's my responsibility to keep payment information updated.

I have read and agree to the terms outlined above.

Parent/Guardian Signature: _____

Date: _____

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