

Tutoring Policy Agreement

Please sign and return. A copy will be returned to you for reference.

Please read carefully. All parents/guardians and adult students must agree to these terms by signing and returning this form.

Fees

I reserve the right to raise fees when needed. Fee increases will be announced with at least one month's notice to give students/families opportunity to plan for the change or to discontinue services. Sliding scale fees may be available when family circumstances warrant them, but are not guaranteed.

Payments

In-Person Tutoring

Payment for in-person tutoring is made in advance or at the time of service. Payment can be made with cash, check or credit card via Paypal.

Online Tutoring and Other Digital Services

Payment for online tutoring and other digital services, such as classes, homework, workshops, etc., must be made in advance and will be collected on the first of the month for ongoing services and at the beginning of the class or workshop for short term services. Payment must be made via Paypal, and can be made through the website's payment page for your convenience, or by sending money to sfleming1235@gmail.com via Paypal.

Cancellation Policies

All real-time sessions may be cancelled by the student or family with 24 hours' notice and will be rescheduled if possible at our mutual convenience. A credit can be applied to the next payment if necessary.

Sessions cancelled with less than 24 hours' notice will be charged at the normal rate and will not be refunded or rescheduled after the current week. If a mutually-agreeable make up time can be found, we will try to make up within seven calendar days. In the event of illness, medical emergency, transportation emergency, or other sudden and serious situation, each situation will be evaluated on an individual basis. Students that fall below 60% attendance rate may be placed back on the waiting list to give their circumstances time to improve.

If I need to cancel, every effort will be made to give advanced notice. I will reschedule the session at our mutual convenience, give credit off of the next payment, or refund the payment.

Homework Policy

If requested, I can give "homework" or extra home-study activities for an additional fee. The fee must be paid in advance. Each packet of exercises must be returned before another is prepared.

Adult Student or Parent	Date
Signature	

Sandy Fleming: _____