***TUTORING AGREEMENT***

This purpose of this agreement is to maximize the effectiveness of tutoring by highlighting the goals and expectations of both the student and the tutor.

***GOALS OF TUTORING***

The goals of tutoring are:

● Promote and support active and independent learning

● Develop a positive approach to learning

● Aid in developing higher academic competence and student confidence

● Create an encouraging environment where learning takes place at the student’s pace

***STUDENT/PARENT RESPONSIBILITIES***

Students are expected to:

● Attend all scheduled tutoring sessions on a regular and consistent basis

● Arrive on time and bring all academic support materials (textbooks, notes, worksheets, etc)

● Prepare for each session by reviewing the material to be covered

● Contact the tutor if the tutoring session will be missed

● Ensure completion of work assigned by tutor

***ATTENDANCE POLICY***

**Students/Parents:**

Contact the tutor with at least (24) hours’ notice to cancel or reschedule a tutoring session. If there is an emergency, please notify the tutor the circumstance. Students will be allowed either one “no show” or one “late cancellation” per calendar year and will not be penalized for the session. Each subsequent no show/late cancellations will result in forfeiting the option to make up the session and refund will not be issued. Tutoring may be suspended if scheduled sessions result in habitual cancellations, late cancels, or no shows.

**Tutors:**

Contact the student/student’s parent with no less than (24) hours’ notice if you are unable to attend a scheduled session. If there is an emergency, contact the student/student’s parent to cancel or reschedule the tutoring session.

***PAYMENT POLICY***

Tuition should be paid at the beginning of each subscription/session unless other payment arrangements are discussed and approved by the tutor.

Tuition may be paid by:

● Credit Card - online at http://achievabletutoring.com (Book Online button)

***ALLERGIES***

Does your child have any allergies? Y [ ] N [ ]

Food? Y [ ] N [ ]

Other? Y [ ] N [ ]

If yes, please explain allergy/symptoms:

|  |
| --- |
|  |

***VIDEO/PHOTO CONSENT***

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(please print),

[ ] grant permission to Achievable Tutoring and its agents and employees the irrevocable and unrestricted right to reproduce the photographs and/or video images taken of me for the purpose of publication, promotion, illustration, advertising, or trade, in any manner or in any medium.

[ ] do not grant permission to Achievable Tutoring and its agents and employees the irrevocable and unrestricted right to reproduce the photographs and/or video images taken of me for the purpose of publication, promotion, illustration, advertising, or trade, in any manner or in any medium.

I acknowledge that I am:

 [ ] the legal guardian of the following: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I acknowledge that I have read and understand the policies and procedures listed above and agree to abide by them.

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_

Parent’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_

Tutor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_