**Contract for Tutoring with Ms. Susan**

Date:

Name of student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name(s) of legal parent or guardian): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The name of the designated “point person” with whom I will arrange sessions and communicate about tutoring business and goals:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact phone numbers, including home and cell if available: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Point person email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred method of communication: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Best times to reach the tutoring point person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FEE AGREEMENT**

There will be a **$25** initial 30-minute video conference fee, which is nonrefundable. This is to get to know the child, as well as what subject area/s to work on.

The first tutoring session will be **$25** for 1 child.

The first tutoring session will be **$15** for 2 children.

The first tutoring session will be **$10** for 3 or 4 children.

Each tutoring session from here on in will be a standard rate of **$50** for 1 child per hour.

There will be a standard rate of **$30** for 2 children per hour.

There will be a standard rate of **$20** for 3 or 4 children per hour.

That hour includes 60 minutes of uninterrupted tutoring. I am not able to stay longer than 60 minutes unless otherwise arranged.

The point person agrees to pay my tutoring fee in advance or at the beginning of the tutoring session.

You may put the fee into my Venmo account, **SweetSusan**, before the session.

**CANCELLATION POLICY**

You may cancel your tutoring session with no penalty up to 24 hours before the scheduled session. If, however, you cancel within 24 hours of the session, payment is due in full. Please initial here to verify that you understand this cancellation policy: \_\_\_\_\_\_ To cancel an appointment, call or text my cell phone at: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SCHEDULING**

A regular weekly scheduled session is best, but with notice I may be able to adjust your tutoring session. Please contact me by cell phone at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for scheduling. If I don’t hear otherwise from you, I will plan to meet with the student on \_\_\_\_\_\_\_\_\_\_\_\_(day) at \_\_\_\_\_\_\_\_\_\_ a.m./p.m.

This tutoring agreement may be terminated at any time by any party, within the cancellation policy guidelines above. If I must end the tutoring relationship for some reason, I will do my very best to give sufficient notice and provide referrals if requested.

SIGNATURES

All parties agree to the above terms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (tutor) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (parent or guardian of the student)