

2019 TUTORING AGREEMENT

TRALEE JOHNSON, MA - GREAT MATH TUTORING

PRINT PARENT'S NAME: _____

Hello! Because I want you to be a satisfied customer and want to avoid misunderstandings, I have written my policies in this detailed Agreement. **Please read and initial each item.**

_____ **RATE:** The first session is **\$100 for 60 minutes** (because it is 10 minutes longer than a regular sessions). The standard rate for regular appointments is **\$85 for 50 minutes** for face-to-face appointments. Different rates are available for sessions which are shorter or longer than 50 minutes.

_____ **TERMS:** Payment is due at the time of the appointment. This is true for SKYPE sessions as well. I prefer the application, VENMO™. I will send you an invitation to enroll in VENMO™. You may also pay by check, cash, or PayPal (plus extra \$3 fee/visit). Thank you for paying on time. If you forget to pay, please pay before the next appointment. Otherwise, you owe an additional \$20 late fee. Additionally, you are responsible for returned check fees charged by my bank.

_____ **ADJUSTMENT TO STANDARD RATE:** You can receive a \$20 discount for pre-paying for four sessions in advance. There is a 15% sibling discount for siblings who book separate appointments in the same month. On rare occasions, you may receive a session in your home, library, or café for the fee of \$130. The contracted rate with schools and districts is \$130 per standard session.

_____ **CANCELLATION POLICY:** Important -- Please give **24 hours' advance notice of cancellation**. The late fee is **\$85**. Please confirm your appointment via text or e-mail if you are unsure. Alternately, if I cancel your appointment less than two (2) hours in advance, you receive a \$20 credit for your inconvenience.

_____ **ONLINE TUTORING:** You may opt for **video tutoring** after one face-to face meeting. The video tutoring rate is **\$85**.

_____ **ILLNESS:** I **waive your late fee the first time for unexpected illness** when you cannot give 24-hours advance notice. For each subsequent late cancellation for unexpected illness incur a **50% illness cancel fee** (so that we share the burden of unexpected illness). Note: Please do not send a student who has a fever, a cough, is recovering or is otherwise unwell. You may opt for a Skype session instead.

_____ **START TIME:** I schedule students back-to-back. No adjustment shall be made for time lost because of late arrival by the student. If you want to come earlier than your regular appointment time, you can text me to see if I can meet you earlier. If I am more than 10 minutes late to your appointment, please telephone me rather than text.

_____ **TRAFFIC:** If you cannot arrive at or close to your appointment time because of an atypical or catastrophic traffic delay (such as bridge closures, BART outages, or police activity), you do not owe a full late cancel fee, but instead a **\$20 fee** to compensate me for my inconvenience.

_____ **RE-SCHEDULING:** I do my best to accommodate your changing needs and will reschedule your appointment, if I can. I may not be able to re-schedule a makeup appointment for any appointments you cancel.

_____ **PROMISES:** Due to the number of variables which affect learning, it is not my practice to guarantee letter grades. However, I do guarantee my students will receive 100% of my attention and effort.

- I will give you regular updates on progress and accept your suggestions and feedback,
- I will show progress towards the mutually agreed upon goals, as measured by the student's self-assessment, and
- I will help the student improve their grade.

_____ **EXTRAS:**

- As part of my services, I communicate with a teacher (via e-mail or phone) for a complimentary 10 minutes after you give your permission for the teacher to share. Additional time billed on a pro-rated basis.
- To reinforce session benefits, I may write and send home a brief HW or practice test. I encourage students finish my HW within 24 hours for the most benefit, and bring it to the next appointment.
- When a math problem is disproportionately time-consuming, I will finish the explanation after the session at no charge to you. I text the completed explanation within 24 hours.

_____ **DISCONTINUING LESSONS:** I understand that student and family needs and situations may change. If you can, please give two (2) weeks advance notice. The last session is a valuable time review accomplishment.

_____ **LAST SESSION DISCOUNT:** At the final session, you may opt for a \$20 discount by posting your testimonial on the Berkeley Parent's Network, YELP, or my Facebook page, *Great Math Tutoring*.

SIGNATURE: I have asked and received answers to my questions. I understand and agree to these terms.

Sign: _____ Date: _____ Tralee Johnson (T. J.)

