

AGREEMENT FOR VIRTUAL TUTORING

2021-2022

TRALEE JOHNSON, MA, LMFT - 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.**

_____ **ZOOM:** I use the same ZOOM meeting ID and PW each week: **539 – 474 – 2915** and **PW 94608**. Please take a moment and write down this information. The first session runs about 5 minutes longer to get the technical details ironed out.

_____ **RATE:** The standard rate for regular appointments is **\$95 for 50 minutes**.

_____ **TERMS:** Payment is due at the time of the virtual appointment. Please use VENMO™. My VENMO handle is: **Tralee Johnson – 1**. If you forget to pay, please pay before the next appointment. Otherwise, you owe an additional \$20 late fee.

_____ **CANCELLATION POLICY:** Important -- Please give **48 hours' advance notice of cancellation**. The late fee is **full fee**. Please confirm your appointment via text or e-mail if you are unsure. If I must I cancel your appointment less than two (2) hours in advance, you receive a \$20 credit for your inconvenience.

_____ **ILLNESS:** I **waive your late fee the first time for unexpected illness** when you cannot give 48-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).

_____ **START TIME:** I schedule students back-to-back. If you want to start earlier than your regular appointment time, please text me to see if I am available. **Please text me** if I am more than 5 minutes late for your appointment.

_____ **RE-SCHEDULING:** I do my best to accommodate your changing needs and will reschedule your appointment in the same week if I can.

_____ **GUARANTEES:** 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, you will receive regular updates on progress, and I will accept your suggestions and feedback.

_____ **MISCELLANEOUS:**

- For efficient use of time in each session, please provide me with a copy of the student's materials and/or book ahead of time.
- Please email, rather than text, worksheets before the virtual appointment so I can print them out: traleej@gmail.com
- I may write a brief HW or practice test. I encourage students finish my HW within 24 hours for the most benefit.
- If a math problem is disproportionately time-consuming, I will finish up the work and later send an explanation to the student within 24 hours at no extra charge to you.

_____ **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*.

_____ **PLEASE KEEP IN MIND: 48 HOURS ADVANCE NOTICE IS REQUIRED TO AVOID PAYING FULL FEE (see exceptions above).**

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

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

