

Student Information:

Last Name: _____ First Name _____

Age _____ Date Of Birth: _____

SCHOOL ATTENDING: _____ Grade Level: _____

Parent Information:

Full Name of a Parent: _____

Home phone #:() _____ Cell phone #:() _____

Address: _____ Apt# _____ City _____ Zip _____

****E-MAIL (REQUIRED)** _____

Responsible Adult for Pick-ups

Name: _____ Relationship to Student _____

Phone # () _____

_____ **Check Here if you would like your child to go home alone**

******Please Read carefully before signing!**

TUTORING POLICY

Tardiness: It is the responsibility of the parent/guardians to drop off and pick-up the student on time for the agreed tutoring sessions. If you arrive late to the session, that will be time lost from that session, it cannot be made up or extended. Since our space is limited we ask that you wait outside the center or in the vicinity to pick-up your child. A late pick-up fee will be charged for every 5 minutes (\$5 dollars charge) if parent/guardian arrives late to pick-up student.

Cancellations/Reschedule:

You are able to reschedule **ONE** class per (package/week) when you notify us **4-HOURS** in advance via phone or email. If you decide to reschedule or cancel the tutoring session with **less than 4-HOURS** of notification, that session will be **lost and cannot be refunded**. Tutoring packages/sessions cannot be refunded.

Payments:

All payments need to be made within at least **1-BUSINESS DAY BEFORE** sessions can commence. If session is not paid or there is an **unpaid balance** due on student record, session will **AUTOMATICALLY** be cancelled and your child will not be able to receive the services. Student will **NOT** always have the same tutor, individual tutoring means there will be one teacher working with a student. However, the space is shared among other tutors and students.

By signing below you understand and agree with TSC Tutoring policies written above.

Parent/Guardian's FULL NAME: _____ Signature: _____

TO BE FILLED OUT BY ADMINISTRATOR ONLY

STUDENT NAME: _____ **GRADE LEVEL:** _____

INDIVIDUAL TUTORING 1-1 **WANT TO TRY?** _____ **\$40/HR for Individual Tutoring ONLY!**

ALL SUBJECTS /HOMEWORK HELP

PACKAGE DEALS ___ \$300 for 8 HRS [Classes]
 ___ \$420 for 12 HRS [Classes]
 ___ \$700 for 20 HRS [Classes]

TEST PREP./SHSAT/STATE TEST

___ \$360 for 8 Hours [Classes]
___ \$440 for 10 Hours [Classes]

DAY / DATE	TIME	SUBJECT	PAYMENT AMOUNT	DATE paid/Initials
<u>1.</u>				
<u>2.</u>				
<u>3.</u>				
<u>4.</u>				
<u>5.</u>				
<u>6.</u>				
<u>7.</u>				
<u>8.</u>				
<u>9.</u>				
<u>10.</u>				
<u>11.</u>				
<u>12.</u>				

Tutoring Policies: 1- tutoring session can be canceled without losing the class only if you notify TSC at least 4 hours in advance. Only 1-cancellation per session renewal is allowed if notified 4 hours in advance. If a student arrives late for tutoring sessions will not be extended. There are no make-up session/s for missed session/s.

If over 30 minutes have passed since the session was due to start (with no notification from the parent) and we cannot get in touch with the parent/guardian, the session/sessions will be canceled. Remember there is absolutely NO REFUND for any tutoring package/session.

By signing below, I agree with the policies, program services (dates, hours) and payment arrangements above:

Responsible Party Signature

Administrator Signature

Date