

INSPIRE

Tutoring Services

DATE: _____

THE PURPOSE OF THIS CONTRACT IS TO COME TO AN AGREEMENT BETWEEN BOTH PARTIES; THE PARENT(S) AND TUTORING COMPANY OF THE TERMS AND AGREEMENT PLACED TO MEET THE NEEDS OF THE STUDENT.

THE GOAL OF THIS CONTRACT IS TO ENSURE THE NEEDS OF THE STUDENT ARE MET AND THE RESPONSIBILITY BETWEEN THE PARENT AND TUTOR IS UNDERSTOOD AND FOLLOWED AS A COMMITMENT TO THE STUDENT.

THE EXPECTATION OF THIS CONTRACT IS TO ENSURE THE TRANSITION OF ENROLMENT IS MET.

NAME OF STUDENT(S) _____

NAME(S) OF LEGAL PARENT OR GUARDIAN (IF STUDENT IS UNDER AGE 18)

PREFERRED TUTORING LOCATION:

- AT HOME
- LIBRARY
- VIRTUAL
- OTHER _____
- BRAINTREE OFFICE

HOME ADDRESS:

CONTACT NUMBER:

HOME _____ CELL _____

WOULD ALLOW TEXT MESSAGING AS A FORM OF COMMUNICATION

- YES
- NO

EMAIL ADDRESS:

PREFERRED METHOD OF COMMUNICATION

- PHONE
- EMAIL

GRADE: _____

SUBJECT(S) NEEDED

- MATH
- ENGLISH
- SCIENCE
- HISTORY
- COLLEGE COURSE(S) _____
- OTHER _____
- EARLY EDUCATION (AGES 3 AND 4)**

SUGGESTED SCHEDULE

PLEASE NOTE DAYS AND TIMES SUITABLE FOR YOUR CHILD TO RECEIVE SERVICES.

	TIME
SUNDAY	
MONDAY	
TUESDAY	
WEDNESDAY	
THURSDAY	
FRIDAY	
SATURDAY	

FEE AGREEMENT (PLEASE READ CAREFULLY)

OUR HOURLY TUTORING RATE IS \$ **25** PER HOUR. A **\$10** CONVENIENCE FEE WILL BE INCLUDED IF TUTORING IS CONDUCTED FACE TO FACE. EACH HOUR INCLUDES 50 MINUTES OF TUTORING AND (2) FIVE MINUTES OF REVIEW BEFORE AND AFTER

START AND FINISH. TUTORS ARE NOT REQUIRED TO STAY LONGER THAN 60 MINUTES UNLESS ARRANGED BETWEEN PARENT AND TUTOR. **PAYMENTS ARE EXPECTED TO BE MADE THE DAY OF THE TUTORING SESSION.** WE WILL NOT ACCEPT ADVANCE PAYMENT AT THIS TIME. **IF YOU DO NOT MAKE A PAYMENT WITHIN 24 HOURS YOU WILL BE CHARGED A \$10 FEE, 48 HOURS \$20 FEE AND 72HOURS \$30 FEE WITH YOUR CHILD LOSING THEIR SPOT FOR TUTORING SERVICES.** FOR AN APPROVED PAYMENT PLAN YOU WILL NEED TO REACH OUT TO THE EXECUTIVE DIRECTOR FOR MORE INFORMATION.

_____ (INITIAL)

CANCELLATION POLICY

YOU WILL RECEIVE A 24-HOUR CONFIRMATION TEXT MESSAGE TO CONFIRM YOUR CHILD'S TUTORING SESSION. IF YOU DO NOT CONFIRM YOUR CHILD'S SESSION IT WILL BE TAKEN AS THE SESSION WILL BE CANCELLED.

YOU MAY CANCEL A TUTORING SESSION WITH **NO PENALTY UP TO 24 HOURS BEFORE** THE SCHEDULED SESSION. HOWEVER, IF YOU CANCEL **WITHIN 24 HOURS** OF TUTORING SESSION PAYMENT IS STILL EXPECTED TO BE **PAID IN FULL.**

PLEASE INITIAL HERE THAT YOU UNDERSTAND THE CANCELLATION POLICY.

_____ (INITIAL)

TO CANCEL AN APPOINTMENT PLEASE CONTACT BY EMAIL OR PHONE.

PROGRESS REPORTS

IT IS REQUIRED TO PROVIDE AT LEAST 2 RECENT PROGRESS REPORTS AND 1 REPORT CARD FROM YOUR CHILD'S TEACHER BEFORE THE START OF THE FIRST SESSION. IF YOUR CHILD HAS STARTED A NEW GRADE, WE EXPECT PROGRESS REPORTS FROM PREVIOUS GRADE AND REPORT CARD. PLEASE HAVE THESE DOCUMENTS PRESENTED AT THE EVALUATION SESSION OR EMAILED TO THE DIRECTOR. IF YOUR CHILD IS IN DAYCARE, WE WILL NOT NEED A PROGRESS REPORT

ANY QUESTIONS OR CONCERNS PLEASE CONTACT DEYANNA RUCKER AT 617-276-5730 OR EMAIL INSPYRETUTORING@GMAIL.COM