

# INSPIRE

*Tutoring Services*

DATE: \_\_\_\_\_

THE PURPOSE OF THIS CONTRACT IS TO COME TO AN AGREEMENT BETWEEN BOTH PARTIES; THE CLIENT 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 CLIENT ARE MET AND THE RESPONSIBILITY BETWEEN THE CLIENT AND TUTOR IS UNDERSTOOD AND FOLLOWED AS A COMMITMENT TO THE CLIENT.

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

NAME: \_\_\_\_\_

PREFERRED TUTORING LOCATION:

- AT HOME
- LIBRARY
- VIRTUAL
- OFFICE (BRAINTREE, MA)
- OTHER \_\_\_\_\_

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

## HIGHEST LEVEL OF EDUCATION:

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## SUBJECT(S) NEEDED

- MATH
- ENGLISH
- SCIENCE
- HISTORY
- COLLEGE COURSE(S) \_\_\_\_\_
- OTHER \_\_\_\_\_

## SUGGESTED SCHEDULE

PLEASE NOTE DAYS AND TIMES SUITABLE FOR YOU TO RECEIVE SERVICES.

	TIME
SUNDAY	
MONDAY	
TUESDAY	
WEDNESDAY	
THURSDAY	
FRIDAY	
SATURDAY	

## FEE AGREEMENT (PLEASE READ CAREFULLY)

OUR HOURLY TUTORING RATE IS \$ 35 PER HOUR. A **\$10** CONVENIENCE FEE WILL BE INCLUDED IF TUTORING IS CONDUCTED IN-HOME OR AT THE LIBRARY. 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 CLIENT 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 72 HOURS \$30 FEE WITH**

**LOSING YOUR SPOT FOR TUTORING SERVICES.** FOR AN APPROVED PAYMENT PLAN YOU WILL NEED TO REACH OUT FOR MORE INFORMATION.

\_\_\_\_\_ (INITIAL)

## **CANCELLATION POLICY**

YOU WILL RECEIVE A 24-HOUR CONFIRMATION TEXT MESSAGE TO CONFIRM YOUR 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.

## **PLEASE NOTE:**

AN ASSESSMENT WILL BE DONE DURING THE FIRST INITIAL SESSION TO SEE WHAT THE CLIENT'S CHALLENGES ARE TO BE BETTER ASSESSED.

ANY QUESTIONS OR CONCERNS PLEASE CONTACT DEYANNA RUCKER AT 617-276-5730 OR EMAIL [INSPIRETUTORING@GMAIL.COM](mailto:INSPIRETUTORING@GMAIL.COM)

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_