



Hourly Tutoring Policies & Parent Agreement

Elite Minds offers tutoring services. Service delivery may be one to one or in a small group with no more than 3 total students. Tutoring services are provided for students who do not attend Elite Minds Learning Center, as well as, other regular students and adult learners. Please note that regular school tuition prices do not include tutoring fees.

_____ / _____ / _____ (date)

THE PARTIES TO THIS AGREEMENT ARE

Tutor: _____ (Hereinafter referred to as the “Tutor”)

Student: _____ (Here in after referred to as the “Student”) **Grade:** _____

Parent/Guardian: _____

Address: _____

Phone Number: _____ **Email:** _____

Secondary Phone Number and/or Email: _____

Tutoring will be provided in the following subject(s): _____

Session Scheduling: Session will begin on _____

Tutoring sessions are held on the following days:
Monday, Tuesday, Thursday **4:30-6:30**
Saturday **9:00-12:00**

	Time	Duration (Time per Session)
Monday		
Tuesday		
Wednesday		
Thursday		
Saturday		

Annual Registration Fee: \$75.00 per tutorial student (Non-refundable)
(Please note registration fees are collected annually to aid in providing writing supplies, pencils, snacks, and other pertinent items for tutorial learners)

Fees:

- **One to One Tutoring Session (One Hour) - \$40.00 per hour**
- **Small Group Session with up to 3 students (One Hour) - \$30.00 per hour**
- **Online Tutoring Session (available upon request) (one Hour) – \$35.00 per hour**
- **SAT/ACT/PSAT Test Preparation (available upon request) - \$50 per hour**
(Group Sessions are available... Please check out the SAT/ACT Tab)

Additional Fees and Information

Diagnostic Assessments/Instruction: \$25 per student, per test. (Non-refundable)
Diagnostic assessments are useful in determining the strength and needs in students. Reading and math diagnostic assessments will be administered as needed to determine your learner's needs. Upon completion an assessment, you will receive a report of the test results.

Assessments:

- DORA
- Phonemic Awareness
- ADAM
- Pre-Algebra
- Algebra

Supplemental Instruction:

- Emergent Reader
- Reading EDGE
- Comprehension EDGE
- Math EDGE
- Pre-Algebra EDGE
- Algebra EDGE

Example Expectations of services:

If your child's chosen session is for two hours, that session includes 115 minutes tutoring and 5 minutes to check in/check out. Please NOTE, I'm not able to serve you beyond their scheduled chosen time, due to high volume of learners I am serving.

****ALL FEES ARE DUE AT THE TIME OF SERVICES****

LATE ARRIVAL:

Please note your time slot for tutorial is a time chosen by you. Therefore, if you arrive late for tutorial, please note that time cannot be extended. For example if your learner selected time slot from 8-10 and they arrive at 8:30, their services will still end at 10 am. Also, please note, **if your learner arrives late, the full amount of pay is still required. Thanks in advance for your cooperation.**

Cancellations: As a courtesy, please provide at least 24 hour notice for cancellation; otherwise pay is expected.

Termination of Lessons: Lessons will continue until a mutually agreed termination date. Both the Tutor and the Parent/Guardian reserve the right to terminate agreement for any reason deemed necessary.

Limitation of Liability: While the Tutor will work to ensure the Student makes satisfactory progress, this cannot be guaranteed, and the Tutor cannot be held accountable for the academic success or otherwise of the Student. To the maximum extent permitted by law, the Tutor accepts no liability for any direct or indirect loss or damage, foreseeable or otherwise, including any indirect, consequential, special or exemplary damages arising from the use of the Tutor’s services or any errors or omissions in the content of the Tutor’s learning materials.

Additional Information: Unless sessions are set based on an established schedule, the following applies:

- Sessions are scheduled on First Come, First Served basis unless scheduled times are established
- We will schedule sessions in advance based on availability.
- Sessions can be scheduled by phone or email with a minimum of least 8-hour notice.

Parent/ Guardian _____ **Date** ____/____/____

Tutor _____ **Date** ____/____/____

***One copy to be retained by the Parent/Guardian and one by the Tutor.**