



## 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**

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

**Birthday:** \_\_\_\_\_ **Age:** \_\_\_\_\_

**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 \_\_\_\_\_

**Tutor:** \_\_\_\_\_ (Hereinafter referred to as the “Tutor”)

**Tutoring sessions are held on the following days:**  
**Monday-Thursday** **4:00-6:00**  
**Saturday** **9:00-3:00**

	Time	Duration (Time per Session)
<b>Monday</b>		
<b>Tuesday</b>		
<b>Wednesday</b>		
<b>Thursday</b>		

Saturday		
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**Fees:**

**K-12 Learners: Annual Registration Fee: \$75.00 per tutorial student (Non-refundable)**

- **One to One Tutoring Session (One Hour) - \$50.00 per hour**
- **Online Tutoring Session (available upon request) (one Hour) – 45.00 per hour**
  - **SAT/ACT/PSAT Test Preparation (available upon request) - \$60 per hour**  
(unless special rates are provided)

**Fees:**

**College Learners: Annual Registration Fee: \$100.00 per tutorial student (Non-refundable)**

- **One to One Tutoring Session (One Hour) - \$55.00 per hour**

**Additional Fees and Information**

(College Group Sessions are available... Please check out the SAT/ACT Tab)

**Diagnostic Assessments/Instruction: \$40 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

**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 your beyond their scheduled chosen time, due to high volume of learners I am serving.

**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 and if paid in advance, no refunds will be provided. Please notes, failing to cancel in a timely-manner and failing to pay required fees, will lead to parents paying tutorial fees in advance to maintain a tutorial slot for their student.

**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.**