

Application for Tutoring Services

Student Information

First Name: _____ Last Name: _____

Email: _____ Age as of Sept. 1: _____

Family's Information

Parent/Guardian's Name: _____

Parent/Guardian's Email: _____

Address: _____

City: _____ State: _____ ZIP code: _____

Phone Number: _____

What Subject(s) does the student need tutoring in?

Additional Notes:

Does your student have any learning difficulties?

Terms of Agreement

Tutoring Fees

Fees will be calculated at a rate of _____ dollars per hour of tutoring. No further fees shall be charged for traveling or preparation time of the Tutor. Payment will be made immediately upon completion of a tutoring session.

Method of payment: _____

Illness

If either the Tutor or the Student show symptoms of illness within 24 hours of a scheduled lesson they will give notice to the other party and cancel the lesson in which case no tuition fees will be incurred. If either the Tutor or Student have been ill within seven days prior to a lesson they will give the other party notice. Symptoms of illness include but are not limited to coughing, fever, nausea, and vomiting.

Cancellation of Lessons by Student

The Student may cancel tuition by giving at least 24 hours prior notice to the Tutor in which case no tuition fees will be incurred. Lessons not attended by the student without giving 24 hours prior notice to the Tutor shall be charged at the full rate.

Cancellation of Lessons by Tutor

The Tutor may cancel lessons by giving 24 hours prior notice to the Student in which case no fees shall be incurred. Where a lesson was pre-paid, the Tutor shall reschedule the appointment at a time agreeable to both parties, failing which the Student shall be refunded with such a missed lesson fee.

Late Arrival

Fees are calculated according to the times stipulated in the schedule and no adjustment shall be made for time lost because of late arrival by the Student.

Any lost time because of the late arrival of the Tutor shall be compensated for by extending a lesson by mutual agreement and by such amount of time that was lost.

Obligations of the Tutor

- The Tutor undertakes to do all preparation prior to lessons and to structure lessons in such a way as to optimize time to the benefit of the Student.
- The Tutor shall keep confidential all information of the Student and shall contact other parties involved in the education of the Student only if given written permission by the Student to do so.
- The Tutor shall not assign any of his/her duties or obligations under this tutoring contract to a third party without the written permission of the Student.
- The Tutor shall at no time be required or obliged to execute homework or assignments on behalf of the Student.

Obligations of the Student

- The Student undertakes to assist the Tutor in identifying problem areas in which the Student needs specific tutoring.
- The Student agrees that assignments, exercises or homework form an integral part of tutoring and undertakes to complete such work in the time set by the tutor.

No Warranties

The Tutor makes no promises or warranties with regards to a Student's performance as a result of any tutoring provided.

Status of the Tutor

It is expressly understood that the Student retains the services of the Tutor as an independent contractor and not as an employee. The Tutor shall be responsible for his/her insurance and for all statutory declarations and contributions with regard to income tax.

Termination

This tutoring contract may be terminated by either party at any time by giving the other party (1) one day prior written notice.

Relaxation of Terms

No relaxation, indulgence, waiver or release by any party of any of the rights in terms of this agreement on one occasion shall prevent the subsequent enforcement of such rights and shall not be deemed to be a waiver of any subsequent breach of any of the terms.

Whole Agreement

This agreement constitutes the entire understanding between the parties with regard to the subject matter thereof and the parties waive the right to rely on any alleged expressed or implied provision not contained herein. Any alteration to this agreement must be in writing and signed by both parties.

I have read all of the above terms of agreement and agree to abide by them:

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____

Tutor Signature: _____

Date: _____