



Allison Barnow, Director
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TUTORING AGREEMENT

STUDENT INFORMATION

Student Name : _____

Parent Name: _____

Parent Contact: Phone: _____ Email: _____

Address: _____

School: _____ Grade Level: _____

Teachers Contact: Phone: _____ Email: _____

SCHEDULE/LOCATION OF LESSONS

Tutoring shall commence on _____ (day) _____ (date) _____ (month)
and thereafter at the following times:

Mondays: _____ Tuesdays: _____ Friday: _____

Wednesdays: _____ Thursdays: _____ Saturday: _____

The tutoring sessions will be held at Rising Stars Tutoring at above listed address unless otherwise designated by Allison Barnow, Director. Tutoring will not be held in clients' homes. ____ Initial

FEES PAYABLE TO RISING STARS TUTORING

Fees shall be calculated at at rate of ____ dollars per 50 minutes of tutoring and 10 minutes of setup and discussion. Fees may be adjusted from time to time and shall become effective after having given a two week written notice to clients. ____ Initial

PAYMENT

Tuition for the entire month will be paid prior to or at the first session of the month or mailed to Rising Stars Tutoring. Please make checks out to Rising Stars Tutoring. Payment shall be given to Allison Barnow or mailed to her at 7685 E. Via Del Sol Drive, Scottsdale, AZ 85255. ____ Initial

If your Rising Stars tutor is not Allison Barnow, tuition is only to be given to Allison Barnow in person or sent by mail to Rising Stars Tutoring. Payment is not to be given to the tutor or discussed with the tutor. Rising Stars Tutoring will pay all tutors. ____ Initial

Rising Stars Tutoring accepts credit and debit payments. Should you use this payment method, please make sure you add a 4% service charge. If you do not add a 4% service charge, it will be added to the following months invoice. ____ Initial

Tutoring will cease if not paid by the 2nd session of the month. ____ Initial

TUTORING SESSIONS

Your student's tutoring sessions are standing appointments. ____ Initial

Consistency in attendance is critical to achieve educational growth and success. All appointments will start and end at scheduled time. If you are late for an appointment it will end at the scheduled end time. ____ Initial

SCHEDULING AND CALENDARS

Schedules are created on Tutor Panel. Please make sure you accept the Tutor Panel invitation to view your child's schedule. A hard copy can be provided each month if needed. Tutor Panel has a Smart Phone version at tutorpanel.com/mobile. Schedules are created at the end of each month for the following month. At this time, please review the schedule and inform Allison Barnow if there are any conflicts with the schedule. _____ Initial

CANCELATION OF TUTORING SESSIONS

Please advise Allison Barnow by text if you have an unavoidable conflicts.

No shows are a loss of payment. _____ Initial

If an emergency occurs, please text Allison Barnow as soon as possible. _____ Initial

MAKE UP SESSIONS

There are no refunds for a missed or cancelled appointment. Make-up sessions will be offered for missed appointments when 24 hours advance notice is given. The scheduling of make-up sessions is the student/parent's responsibility. Make-up sessions are usually held on Fridays. Rising Stars Tutoring will make two scheduling opportunities available for each make-up session. If a make-up session cannot be arranged during these two opportunities, the fee for the missed session will be considered earned by Rising Stars Tutoring and no future make-up opportunity for that absence will be offered. _____ Initial

APPOINTMENTS- PICK UP & ARRIVALS

Prompt arrivals and pick-ups are essential. Appointments are tightly scheduled and there is no supervised waiting area. Parents are invited to attend the tutoring session in an "in the background" listening mode. Siblings of the student or other children are not to be a distraction within the tutoring environment. _____ Initial

Please notify your Rising Stars Tutoring tutor when there are any changes regarding who will be picking up your child. Your child's safety and security is critical.

If the tutoring session is in your home or at a designated location other than Rising Stars Tutoring Learning Center, please allow a 5 to 10 minute window for tutor arrival. Your tutor will contact you if they should be later than that. The 50 minute tutoring sessions will always begin on arrival after the tutor is set up. This allows 10 minutes for the tutor to set up and provide feedback to the parent, totaling 60 minutes.

_____ Initial

ENDING SERVICES

If you plan to discontinue services, please provide one week's written notice. Rising Stars Tutoring will provide you with documentation.

SUMMER SCHEDULES

By May 1st of each year, you will need to declare what days and times you want during the summer. On May 1st of each year, I will accept new clients for the summer. When school starts again, most senioreed students will have priority to reclaim to their previous year's tutoring times and days. _____ Initial

I have read, and agree to, the policies and procedures set forth by Rising Stars Tutoring.

Signature: _____ Date: _____