

1460 T.L Townsend Road
Rockwall, TX 75032
(In between Costco & Shenaniganz)
972-974-5266

PRIVATE TUTORING COMMITMENT

In order to ensure the success of the tutoring relationship, Amazing GrAdeS Tutoring has developed some guideline for tutors, students, and parents to follow. Please review the following policies, fill in the blanks where appropriate, and sign at the bottom. **Prior to enrollment we need to have 1) Signed Commitment Packet, 2) Signed Calendar of Dates (separate document), and 3) Initial Payment (by cash, check, or money order – submitted in person).**

OUR COMMITMENT

TO PROVIDE:

- Knowledge of subject matter or standardized tests.
- Principles of study skills and testing strategies that will serve your student throughout the remainder of his or her academic career.
- Empowering experiences, emphasizing the presence of options, and the ability to maximize one's performance through smart choices.
- Clear explanations with reinforcement as needed.
- Regular consultations to create problem solving strategies, update you on progress, and advise you of your options.
- Honest evaluations and statement of expectations.
- Pleasant and professional interactions at every step of the way.

OUR TUTORS

Amazing GrAdeS tutors are individually responsible and liable for their conduct while working with your child. We screen them based on their knowledge, experience, professionalism, and personality. We thoroughly check references, and all tutors are checked for criminal histories. We will provide an adult at the office during private tutoring sessions.

SERVICES AND FEES

Private tutoring is recommended for students starting in grade 6. Tutoring sessions are complete in one-on-one sessions. You will be billed monthly for your individual tutoring sessions which must be paid advance. Pricing will vary based on the student's grade level, semester, number of sessions purchased, and frequency of tutoring sessions.

A minimum of 8 sessions must be purchased in order to receive the below rates. The chart below lists our PRIVATE TUTORING hourly rates for the 2015-16 school year.

	Students Who Begin in the Fall Semester (Sept 2015-Dec 2015)	Students Who Begin in the Spring Semester (Jan 2016-May 2016)
Middle School Students (Grades 6-8)	\$50	\$60
High School/ College Students (Grades 9+)	\$65	\$75

*Students who begin in the fall will remain at the fall rate during the Spring Semester.

*Summer prices are only valid during June, July, and August. Please call for pricing

If you choose not to pay an upfront deposit or opt for the automatic monthly draft, you will be considered an intermittent student. You will be required to pay for sessions in advance and scheduled according to our availability. **Discount of 5% are available for fall or spring semesters if paid in full. A 10% discount is offered for students paying for both fall and spring semesters together in advance.**

YOUR COMMITMENT

SCHEDULING (Private Tutoring)

- Scheduling/Rescheduling: All one-on-one tutoring sessions shall be scheduled with the owner or class lead. **If you need to reschedule, you must contact us within a minimum of 24 hours in advance in order to reschedule a makeup session that must be completed within seven days of the original session.** **Students are allowed one reschedule per semester at no additional fee. Additional rescheduled appointments are billed with a \$25 additional fee per rescheduled appointment.** Due to family emergencies and changes in commitments among our professional tutors, we cannot guarantee you the same tutor every time. However, we will make every effort to provide the same tutor, but an equally qualified tutor may be used occasionally out of necessity.
- Intermittent Students: Intermittent students will be charged an additional fee of \$10 per hour and \$20/hour for emergency appointments (less than 24 hours' notice). Tutoring payments must be made in advance. **Sessions scheduled outside of normal business hours require a two hour session minimum.** Intermittent students are students who:
 - Do not purchase a minimum of 8 sessions at the first appointment,
 - Do not desire a regular schedule,
 - Decline the automatic monthly draft, or
 - Choose not to pay an upfront deposit.

- Additional fees (such as curriculum, reschedule fees, etc) will be billed in the following month's tuition.
- **Credits/Refunds:** Amazing GrAdeS Tutoring does not credit missed appointments or appointments that you are unable to reschedule. We follow the Rockwall ISD calendar as it pertains to school cancellations. If school is cancelled due to inclement weather, then we will close and provide a credit for the session. If we close due to inclement weather on a weekend that you or your child is scheduled to attend, then you will be notified of the closing via email and credited for your session. Always call if you would like to verify the closure.
- **Private tutoring students will receive a written daily assessment.** Please ask your student for these reports so we may improve communication and ensure we better meet your student's goals, and your expectations.
- For your child to be successful, Amazing GrAdeS Tutoring hires tutors who are highly qualified in the content in which they teach. They have shown mastery in the content area and been closely observed and tested to prove their capabilities. However, **if you have a special request for a specific type of tutor or subject, you will have to pay an additional charge outside of the regular hourly tutoring rate.**
- Sometimes, students and tutors require more than the scheduled time to complete an assignment or task. Tutors will only stay beyond the scheduled session length with approval from the parent or guardian and providing they do not have another client waiting. Please select the maximum number of minutes session may extend beyond the scheduled length without any further consultation. **Additional approved time will be added to the next month's invoice for payment.**
☐ **Zero** ☐ **15** ☐ **30** ☐ **45** ☐ **60** ☐ **unlimited**

PREPARATION

- Please be punctual! If you are running late, you may ask the tutor to wait for you as long as the scheduled session time, but the tutor is free to leave after 15 minutes if he or she has not received direct communication from you.
- Students must come to each tutoring session with all required materials, books, pencils, calculators as needed, and awareness of class assignments.
- Be committed. We will achieve the best results when all parties- students, parents, and tutors- are fully committed to this process before you begin your program.

COMMUNICATION

Although Amazing GrAdeS Tutoring has an extensive hiring and training process, we cannot guarantee results. Effective communication is essential to achieving your educational goals. If you are at any time dissatisfied with our services, please notify us so that we can make appropriate changes of personnel or techniques. We welcome the opportunity to improve our service, but we cannot address concerns of which we have no knowledge.

PAYMENT

- Payment in the form of check, cash, or money order should be hand delivered (please do NOT mail) to **our office** during our business hours.
- The initial payment for first month's tuition will be accepted by check, cash, or money order and should be delivered in person to Amazing GrAdes Tutoring, 1460 T.L Townsend Road Rockwall, Texas 75032, prior to scheduling. Subsequent monthly tuition shall be paid by automatic debit or by check, cash, or money order.
- Private tutoring students will receive an invoice via e-mail or in person on or before the last week of the month for the next upcoming month, based on the previous month usage and any academic material charges.
- ***All tuition is due on the 28th of the previous month and shall be automatically debited by Amazing Grades Tutoring administrative staff between the 28th of the previous month and the 3rd of the tuition month. A late fee of \$ 25 shall be assessed on all payments that do not clear before the 3rd of said tuition month. Tuition that is not submitted by check, cash, or money order by the 3rd will be automatically debited with a late fee within a week from the due date.***

By signing this contract, you agree to the above terms.

Parent/Guardian Name (print)

Signature

Date

Student Name

Student Name

Student Name

PHOTO RELEASE

I hereby authorize AMAZING GRADES TUTORING, hereafter referred to as "Company," to publish photographs and testimonies of myself and/or the minor child or children listed below, and our names and likenesses, for use in the AMAZING GRADES TUTORING's print, online, and video-based marketing materials, as well as other Company publications.

I hereby release and hold harmless AMAZING GRADES TUTORING from any reasonable expectation of privacy or confidentiality for me and for the minor child and children listed below associated with the images or text specified above. Further, I attest that I am the parent or legal guardian of the child or children listed below and that I have full authority to consent and authorize AMAZING GRADES TUTORING to use their likenesses and first names.

I further acknowledge that participation is voluntary and that neither I, the minor child, not the minor children will receive financial compensation of any type associated with the taking or publication of these photographs or participation in company marketing materials or other Company publications. I acknowledge and agree that publication of said photos confers no rights of ownership or royalties whatsoever.

I hereby release AMAZING GRADES TUTORING, its contractors, its employees and any third parties involved in the creation or publication of Company publications, from liability for any claims by me or any third party in connection with my participation or the participation of the minor children listed below.

Authorization:

Parent/Guardian Name (print)	<div>X</div>	Signature	Date
Student Name (print)		Age	
Student Name (print)		Age	
Student Name (print)		Age	



Date: _____

I authorize Amazing Grades Tutoring to debit my bank account (whichever listed) between the 28th and 3rd of each month for Private Tutoring services.

Bank Name: _____

Bank ABA Routing Number: _____

Bank Account Number: _____

Bank Account Type (circle one): Checking Savings Other: _____

This payment authorization is valid and to remain in effect unless I notify Amazing Grades Tutoring of its cancellation by sending written notice or email 30 days in advance of termination. I also understand that insufficient funds or failure of the monthly tuition amount to clear my account between above dates will result in a \$25 late fee.

Signature _____

Parent Name _____

Student Name _____

Email Address _____

-----For Office Use Only-----

Automatic draft forms are required for all students enrolling in Amazing GrA+des Tutoring.

PREFERRED METHOD OF MONTHLY TUITION PAYMENTS

- ☐ Check, Cash, or Money Order *This requires an upfront deposit which can be calculated below*

_____ x Session Length _____ hours x Number of Sessions/week: _____ x 4wks/mo = \$ _____

When you have completed your business with Amazing GrA+des services, and have given **30 days written notice**, your deposit will be applied to your last invoice. If your outstanding balance is more than your deposit, you will receive a final invoice with the balance due.

- ☐ Automatic Draft

INITIAL AMOUNT:

Initial Month Tuition: _____

Deposit: _____

Other: _____

Total Due: _____

INITIAL PAYMENT:

Date of Payment: _____

Amount Paid: _____

____ Check # _____

____ Cash

STUDENT TYPE

Grade Level (circle one): Elementary (EC-5) Middle (6-8) High School (9-12) College

Starting Semester: Fall Spring Summer Session Day/Time: _____

Date To Begin Draft: _____

Billing Notes: _____

Student Registration Form

Date : _____

Student Information	Student 1: First & Last Name	Grade/School	Cell Phone
	Student 2: First & Last Name	Grade/School	Cell Phone
	Student 3: First & Last Name	Grade/School	Cell Phone

Billing Parent or Guardian Information	First & Last Name		Relationship to Student
	Email		Cell phone
	Home Phone		Work phone
	Street Address		
	City		Zip
	Occupation		

OTHER Parent or Guardian Information	First & Last Name		Relationship to Student
	Email		Cell phone
	Home Phone		Work phone
	Street Address		
	City		Zip
	Occupation		

Tutoring Interests: <i>(Not all programs may be available at this time, but are planned with future growth)</i>	<input type="checkbox"/> Private Tutoring Days of Preference: _____ <input type="checkbox"/> GIDEON Program or GIDEON PLUS <input type="checkbox"/> Math <input type="checkbox"/> Reading <input type="checkbox"/> Tuesday <input type="checkbox"/> Thursday <input type="checkbox"/> Saturday <input type="checkbox"/> Supervised Study <input type="checkbox"/> Tuesday <input type="checkbox"/> Thursday <input type="checkbox"/> Saturday <input type="checkbox"/> Test Prep SAT/ACT/ PSAT/ GED/ Other _____ <input type="checkbox"/> Specialty Testing _____ <input type="checkbox"/> Specialty Group Class _____ <input type="checkbox"/> Academic Camps _____ <input type="checkbox"/> Other _____
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GOALS:

What would you like to see your student to accomplish with us? Check all that apply.

☐ **Improved Study Skills**

- ☐ Note Taking
- ☐ Organization
- ☐ Exam Preparation
- ☐ Time Management
- ☐ Test Prep

Other: _

☐ **Better Grasp of Specific content/skills**

- ☐ Math Level _____
- ☐ Science Level _____
- ☐ History Level _____
- ☐ Foreign language _____
- ☐ Writing _____
- ☐ English Literature _____

☐ **Homework Help**☐ **Ensure underlying skills are strong**☐ **Academic Foundation**

- ☐ Fill in the gaps
- ☐ Fortify current knowledge
- ☐ Learn new information
- ☐ Enrichment
- ☐ Remedial
- ☐ Improve confidence

☐ **Completion of Assignments**☐ **Other:** _____

- ☐ *Catch up*
- ☐ *Keep Up*
- ☐ *Get Ahead*
- ☐ *Learn Something New*

Current Course-load Information

Period	Subject	Teacher
1		
2		
3		
4		
5		
6		
7		
8		

General Information

What subjects does the student enjoy the most?

What subjects does the student enjoy the least?

What are the student's non-academic interests or favorite activities or hobbies?

Does the student have any learning differences?

Has the student been tested for differences, or do you as a parent suspect this possibility?

Is there anything else you would like us to know about the student?

Previous Tutoring History

Type of tutoring: ☐ Private Tutoring _____ ☐ Group Program _____
☐ Through the school ☐ Other _____

Subjects and hours per week:

Dates and Duration of Previous Tutoring:

How did you learn about Amazing Grades Tutoring? (Please include the name if this was a referral.)
