

## Scheduled Tutoring Time

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

**Parent Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Student Name:** \_\_\_\_\_ **Tutoring Subject:** \_\_\_\_\_  
**Tutor:** \_\_\_\_\_ **Tutor's Extension:** \_\_\_\_\_  
**Sessions Booked:**  1x session  1x/wk  2x/wk **Monthly Rate:**  \$160  \$240  \$320  \$480

### Arrival

- Please have your child at his/her tutoring session on time. Childcare is not provided therefore do not drop-off your child early or arrive late for pick-up.
- Tutoring times and hourly rates will not be adjusted due to late arrival.
- If you will be late for your session please contact the THC office at (863)226-4000.

### Waiting Room

- A waiting room is available for your convenience.
- Please keep the waiting area quiet so as not to disturb tutoring sessions.
- Restrooms are also available.

### Payment

- **Tutoring payments are due in advance by the first session of the month.**
- Payment forms: Cash, Check, Credit/Debit Card
- Please make your payments at the front office or online. *Payments are **not** to be given to your child's tutor.*
- Post-dated checks will not be accepted.
- All returned checks will be assessed a fee of \$30 and will require *Cash Only* payments in the future.
- Tutoring sessions will not be given until the monthly payment is made.
- *Checks should be made out to: **The Homeschool Connection***

### Missed/Canceled Sessions

- If you need to cancel a tutoring session please contact the office at 863.226.4000. The office will contact your child's tutor about the cancellation.
- ***Any missed or canceled sessions will be charged regular price and will not be refunded.***
- *There will be no make-up sessions.*

## Illness

- If your child has a fever or a contagious illness please do not bring him to his tutoring session.
- Extended absences due to illness will be handled on an individual student basis and is at the discretion of the tutoring director.

## Tutor Cancellations

- If for some reason THC cancels your tutoring session, you will be notified beforehand and your account will be credited for the canceled session.

## Changing Tutoring Day or Time

- Requests to change your scheduled tutoring day or time may be made by contacting the Tutoring Director.
- Changes will be considered but cannot be guaranteed.

## Chronic No-Shows, Frequent Cancellations, and Late Arrivals

- *Tutors will be available up to 15 minutes after your scheduled tutoring session. However, after that time the tutoring session will be canceled and no refund will be given.*
- Tutoring services will be discontinued for chronic no-shows, frequent cancellations, and late arrivals.
- Refunds will not be given.

## Vacations

- Please inform the office as well as your tutor of your planned vacation at least one week in advance.
- There is no charge for your first week of vacation.
- A fee of ½ of your weekly tutoring cost will be assessed should there be a 2<sup>nd</sup> week of vacation.
- Vacations lasting longer than 2 weeks may result in loss of your child's tutoring spot unless you are willing to pay for the missed sessions after the first two weeks.

## Discontinuation of Services

- If a discontinuation of services is desired please notify the Tutoring Director via email with the effective date. Billing will then be adjusted accordingly.
- A one-week notice is required.

**I have read and understand the above Tutoring Agreement and agree to abide by the terms and conditions therewith.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_



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[www.thehomeschoolconnection.net](http://www.thehomeschoolconnection.net)

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