



# Professional Tutoring, LLC

11901 Cub Court, Fairfax Station, VA 22039  
info@JuliaRossPT.com

703-830-7037  
www.JuliaRossPT.com

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## **CAREER COACHING: REGISTRATION AGREEMENT**

**Client Name:** \_\_\_\_\_ **Gender:** \_\_\_\_\_

**Birthdate:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Billing Name:** \_\_\_\_\_  
(person/people responsible for payment)

**Billing Phone Number:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_

**How did you hear about us?** \_\_\_\_\_  
(friend/family/newsletter/Google, etc.)

<b><u>Career Coaching Packages:</u></b>	_____	Take Flight	\$750.00
	_____	A New Leaf	\$1500.00
	_____	Find Your Fit	\$200.00
	_____	A la Carte Services	\$275.00/hour

**Payment Terms for Career Coaching Packages:**

\_\_\_\_\_ **Total Fee Amount for Coaching Packages and Add-Ons**  
 \_\_\_\_\_ **Full Payment Due Within 7 days of Registration**

**Disclaimer, Release & Acknowledgements:**

Registration commits the Client to the services purchased and full payment of the fee. No Fees will be refunded.

The Professional Tutoring programs are designed to support clients in their goals through coaching. Mature and appropriate behavior is expected from Clients/families/representatives at all times. If the undersigned Client's/family's/representative's behavior is incompatible with the interest, harmony, comfort or welfare of Professional Tutoring's programs, the undersigned Client may be suspended and/or dismissed from Professional Tutoring programs at the sole discretion of Professional Tutoring. In such a case, the full contracted fees will be due to Professional Tutoring as per this Agreement. No refunds will be provided.

Professional Tutoring, LLC, provides no guarantee that the Client will be selected for interviews or positions for which Client applies. Instead, the intent of this coaching service is to provide the framework and resources necessary to support career development. In no way is the provider of this service, Professional Tutoring, LLC, liable for any damages or claims in light of non-selection for a specific interview or position.

Professional Tutoring, LLC employs a number of professional staff and different staff members may work on a Client's Career Coaching services.

I authorize Professional Tutoring, LLC, to use any work completed by me as part of the Professional Tutoring Career Coaching process, as well as any photos taken of me during that process, in furtherance of the business of Professional Tutoring, LLC, including, but not limited to, brochures, marketing, and social media.

I acknowledge that I have read this Agreement and understand the nature of the services to be rendered and the applicable fees. I further acknowledge that I have been afforded the opportunity to discuss any questions about the terms of this Agreement before signing below.

**I agree to the terms outlined in this Agreement.**

**Signature:**

\_\_\_\_\_  
**Client**

\_\_\_\_\_  
**Date**

**Accepted by:**

\_\_\_\_\_  
**Professional Tutoring, LLC**

\_\_\_\_\_  
**Date**



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## CAREER COACHING – PAYMENT TERMS AGREEMENT

**Client Name:** \_\_\_\_\_

**Responsible Party Name & Email:** \_\_\_\_\_

### Payment Terms:

Professional Tutoring accepts payment by cash, check, bank transfer or credit card. All credit card payments will be charged a 3.6% service fee. Payment for services is due within 7 days of registration. Late payments will be assessed a \$25 late fee. Returned checks will be assessed a \$35 fee. In the event that Professional Tutoring does not receive payment within 30 days of its due date, the undersigned client will be responsible for all reasonable attorney and administrative fees incurred in the collections process, in addition to payment due. Interest will accrue at 1.5% per month (18% annually) from due date. If there are mitigating circumstances, such as sickness or job loss, please be assured that Professional Tutoring, LLC will make every effort to accommodate extenuating circumstances.

**Credit Card Guarantee and Payment Method:** Professional Tutoring requires that a current, valid credit card be on file to guarantee payment. Professional Tutoring will only charge this card, without explicit authorization, in the case of late payment or nonpayment.

**Signature:**  
\_\_\_\_\_

**Credit Card Type:**  
\_\_\_\_\_

**Credit Card #**  
\_\_\_\_\_

**Exp. Date:** \_\_\_\_/\_\_\_\_ **Security Code:** \_\_\_\_\_

Would you like to use this card to pay your fees for your Career Coaching? Yes \_\_\_\_ No \_\_\_\_  
The charge will include a 3.6% service fee.

If "No," please indicate an alternative form of payment:

Cash \_\_\_\_ Check \_\_\_\_ Bank transfer \_\_\_\_

**I acknowledge that I have read this Payment Terms Agreement and understand all applicable fees and payment terms. I further acknowledge that I have been afforded the opportunity to discuss any questions about the terms of this Payment Agreement before signing below. I agree to the terms outlined in this Agreement.**

**Signature:** \_\_\_\_\_  
**Client**

\_\_\_\_\_  
**Date**

**Accepted by:** \_\_\_\_\_  
**Professional Tutoring, LLC**

\_\_\_\_\_  
**Date**