



# Professional Tutoring, LLC

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

703-830-7037  
www.JuliaRossPT.com

## **“FIRST CLASS” PREPARATION COURSE FOR THE SAT & ACT EXAMS** **2023-2024 REGISTRATION AGREEMENT** **September 10, 2023 – May 19, 2043 (32 Weeks)**

**Student Name:** \_\_\_\_\_ **Gender:** \_\_\_\_\_

**School and Grade:** \_\_\_\_\_

**Graduation Year:** \_\_\_\_\_ **Birthdate:** \_\_\_\_\_

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

\_\_\_\_\_

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

**Student E-Mail address:** \_\_\_\_\_

*College Board Approved Accommodations (circle):* Yes / No / Pending  
*ACT Org. Approved Accommodations (circle):* Yes / No / Pending

**Specify:** \_\_\_\_\_

**Other Information:** \_\_\_\_\_  
(504, IEP, etc.)

**Parent 1 Name:** \_\_\_\_\_

**Parent 1 Address:** \_\_\_\_\_

**Parent 1 Office Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Parent 1 E-Mail address:** \_\_\_\_\_

**Parent 2 Name:** \_\_\_\_\_

**Parent 2 Address:** \_\_\_\_\_

**Parent 2 Office Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Parent 2 E-Mail address:** \_\_\_\_\_

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

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

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

**How Did You Hear About Us?**  
(Friend/family/newsletter/google/etc.) \_\_\_\_\_

**Course Goals:** Strong, knowledge-based preparation for the **SAT and ACT Exams.**

**Schedule:** Sundays, from September 10, 2023, through May 19, 2024  
(except for FCPS breaks and holiday weekends, as announced)

Check preference: \_\_\_\_\_ Sunday 5:15–7:15 pm

\_\_\_\_\_ Sunday 7:15–9:15 pm

**Target Test Dates:**  
PSAT/NMSQT: October 2023  
SAT Exam: May & June 2024  
ACT Exam: April & June or June & July 2024

**Practice Testing:** One diagnostic SAT and ACT exam and at least three additional full practice exams (tests published by College Board and ACT organization). Above schedule may change to accommodate testing.

Practice SAT and ACT Exams are scheduled on Saturday mornings several months apart. Dates and times are clearly noted on your Syllabus. These exams replicate the actual College Board or ACT test setting, are proctored by PT staff, and attendance is mandatory. Scheduling "make-up" practice exams is difficult and incurs additional fees for rental space, proctors and scoring. All students with unexcused absences from practice exams will be charged a \$50.00 administrative fee for a make-up exam sitting. Students must take their practice exams under our supervision to ensure a clean score; exceptions to this policy will be evaluated only on an emergency, case-by-case basis. Unexcused absences include high school/club sports practices, games or tournaments; family vacations; part-time job shifts; babysitting, job training, etc. Excused absences will require official documentation such as a doctor's note. Please review your syllabus carefully and plan your family events and travel accordingly.

**Materials:** Professional Tutoring's Preparation Workbook, Professional Tutoring's SAT/ACT binder, grammar workbook, the College Board's Official SAT Study Guide and ACT's The Official ACT Prep Guide, Professional Tutoring backpack.

**Parent Responsibilities:**

This course is based on the students improving their core knowledge of critical reading, vocabulary, algebra, geometry, essay writing, editing and grammar and the type of questions asked on the SAT and ACT exams. It is very important that each student study diligently – approximately one to two hours of homework and two hours

of vocabulary review and practice each week. Parents may help by quizzing their children on vocabulary and using the newly acquired words at home.

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

**Make-ups:**

Professional Tutoring accommodates make-up sessions for individual students in extenuating circumstances (long-term illnesses/emergencies which result in missing three or more sequential classes). Make-ups are not provided for discretionary absences including extra-curricular activities, sports, and family obligations. Check website or email for weather related changes. For make-up testing, please refer to the policy above listed under "Practice Testing."

**Acknowledgements and Release**

It is understood that Professional Tutoring, LLC, employs a number of professional staff and that different staff members may work with students on SAT/ACT Preparation, under the supervision of Julia Ross.

I authorize Professional Tutoring, LLC, to use any work completed by my student (or myself if over 18 years old) as part of the Professional Tutoring SAT/ACT Preparation Course, as well as any photos taken of my student (myself) during that course, 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:**

\_\_\_\_\_

**Parent**

\_\_\_\_\_

**Student**

**Date:**

\_\_\_\_\_

\_\_\_\_\_

**Accepted by:**

\_\_\_\_\_

**Professional Tutoring, LLC**

\_\_\_\_\_

**Date**



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## **“First Class” SAT/ACT Prep Course – FEES & PAYMENT AGREEMENT**

**Fees:**

Registration: \$750 due at registration (includes \$250 materials and digital testing fees), non-refundable

Tuition: \$325 monthly tuition, September 2023 – May 2024

Discount: \$325 discount offered if registration and total tuition are remitted by Sept. 1, 2023

Total: \$750 registration/materials/testing fee plus \$2925 = \$3675

Minus any discount = \_\_\_\_\_.

**Payment Plan:**

Will you be paying in full or with our monthly payment plan?

\_\_\_\_\_ Paying in full (\$750 at registration + \$2600 due by September 1)

\_\_\_\_\_ Paying monthly (\$750 due at registration, \$325 monthly tuition September – May)

**Payment Terms:**

Space in class will be reserved upon submission of this Agreement and payment of the registration fee.

Registration for the class commits the student and family to the full nine-month course fees.

Professional Tutoring accepts payment by cash, check, bank transfer or credit card. All credit card payments will be charged a 3.6% service fee.

The total tuition payment for the student is due and owed at the time of registration, in order to reserve his or her spot in a class, but as courtesy we allow our Clients to pay the remaining tuition amounts owed (after payment of the Registration Fee) in nine monthly installments from September to May. This payment is due on the first of each month. Payments received after the 7th of the month will be assessed a \$25 late fee. However, in the event that Professional Tutoring does not receive any tuition installment payment within 30 days of its due date, then all of the remaining tuition installment payments shall then immediately become due and payable—and thereafter the Client will not be allowed to continue to pay tuition in installments. In addition, the Client will be responsible for all reasonable attorney and administrative fees incurred in the collections process, in addition to all payments due, and interest for late tuition payments will accrue at 1.5% per month (18% annually) from the due date of the payment. Also, all returned or dishonored checks and credit/debit card charges shall incur an administrative fee of \$35. If there are mitigating circumstances affecting the tuition payments, such as sickness or job loss, please be assured that Professional Tutoring, LLC will consider such extenuating circumstances.

**Credit Card Guarantee and Payment Method:** Professional Tutoring requires that a current, valid credit card be on file to guarantee payment. To avoid late payment and fees, if payment is not received by 7th of the month, your credit card will be charged the monthly payment plus a 3.6% service fee. 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 us to automatically charge your credit card for your monthly payment? Yes \_\_\_\_\_ No \_\_\_\_\_  
The charge will include a 3.6% service fee.

Would you like to use this card to pay your \$750 registration/materials/testing fee? 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 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:**

\_\_\_\_\_  
**Parent**

\_\_\_\_\_  
**Student**

**Date:**

\_\_\_\_\_

\_\_\_\_\_

**Accepted by:**

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

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

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**For Office Use Only:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_