



Professional Tutoring, LLC

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

703-830-7037
www.JuliaRossPT.com

HIGH SCHOOL COACHING: REGISTRATION AGREEMENT

Student Name: _____ **Gender:** _____

School and Grade: _____

Graduation Year: _____ **Birthdate:** _____

Address: _____

Home Phone: _____ **Cell Phone:** _____

E-Mail address: _____

Other Information: _____
(504/IEP/Testing Accommodations, etc.)

Mother Name: _____

Mother Address: _____

Mother Office Phone: _____ **Cell Phone:** _____

Mother E-Mail addresses: _____

Father Name: _____

Father Address: _____

Father Office Phone: _____ **Cell Phone:** _____

Father E-Mail addresses: _____

Billing Name: _____
(person/people responsible for payment)

Billing Phone Number: _____

Billing Address: _____

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

<u>High School Coaching Packages:</u>	_____	Academic Planning & Resume Program	\$2000.00
	_____	High School Admissions Program	\$4750.00
	_____	Initial Consultation *	\$750.00
		<i>*Note: This fee is applied to your purchase of any of the packages above</i>	
	_____	High School Check-Up Program	\$500.00
<u>A la Carte Services:</u>	_____	Hourly Rate	\$325.00

Payment Terms for High School Coaching Packages and A la Carte Services:

_____	Total Fees
_____	Full Payment at Registration
_____	Payment Plan with \$ _____ deposit (Minimum of \$750) Payment Plan Agreement must be completed at Registration

A la Carte Services at the rate of \$325 an hour can be added to any High School Coaching package for clients who desire more support. “A la Carte” High School Coaching services are any services purchased in addition to or instead of a predefined High School Coaching package. All A la Carte Services, unless otherwise agreed in writing, are billed at a rate of \$325 per hour. These services may include additional essay reviews, intensive essay development sessions, advocacy or correspondence with private high schools, additional meetings with the Professional Tutoring consultant, or any other services as agreed upon by Professional Tutoring and the client. Billing will include the time spent delivering any requested services, as well as any and all necessary time spent preparing for the delivery of said services, including research and correspondence. Payment for A la Carte Services is due within 15 days of billing.

Disclaimer, Release & Acknowledgements:

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

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.

Professional Tutoring, LLC, provides no guarantee that the Student will be accepted into or receive merit or financial aid from the school(s) (or eventually college(s)) of choice or that the Student will like any/all of the secondary schools or colleges recommended by Professional Tutoring, LLC. Instead, the intent of this coaching service is to provide the framework and resources necessary to assist with placement activities. In no way is the provider of this service, Professional Tutoring, LLC, liable for any damages or claims in light of non-selection

for admission or scholarships or dislike of any secondary school or college. Substitutions of service deliverables are not permitted in the Professional Tutoring High School Coaching Packages.

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

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 High School Coaching process, as well as any photos taken of my student (myself) during that process, in furtherance of the business of Professional Tutoring, LLC, including, but not limited to, brochures, marketing, and social media.

I acknowledge receipt of and agree to Professional Tutoring's *High School Coaching Notes and Requirements*. I understand and agree to work within the guidelines and Final Deadlines specified in the High School Coaching Checklist. I understand that missing Professional Tutoring Final Deadlines may forfeit applicable services. Any deadline extension requests must be submitted in writing before Final Deadlines with justification to Professional Tutoring, LLC for Professional Tutoring's consideration. Professional Tutoring, LLC reserves the right not to extend deadlines.

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

For Office Use Only:



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HIGH SCHOOL COACHING – PAYMENT PLAN AGREEMENT

Student Name: _____

Responsible Party: Name + email: _____

Payment Plan: **

Total Due: _____ . Deposit Payment of \$ _____ (minimum of \$750.00), made on _____ (date). (2 or 3) Payments of \$ _____ will be made on the first of each month beginning _____ and ending _____ for total monthly payments of _____ ((total – deposit)/# of payments).

** Minimum monthly payment: \$400

** Full program payment is due by December 1, 20__.

** To be confirmed by PT staff.

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 the Initial Consultation is due upon registration and no later than the beginning of the meeting. Monthly payments are due the first of each month. Payment for A la Carte Services is due within 15 days of billing. Payments received after the 7th of the month, or after 15 days of billing for A la Carte Services, 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. To avoid late payment and fees, if payment is not received by 7th of the month, or after 15 days of billing for A la Carte services, 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: (Visa, Mastercard, Amex)

Exp. Date: ___/___ **Security Code:** _____

Credit Card #:

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 initial deposit? (if applicable) 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 Plan 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 Plan 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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High School Coaching – Notes and Requirements:

1. Please allow one week for document review, including essays, resumes, recommendation requests, etc. Clients may request document review with a turnaround time of less than one week, and Professional Tutoring will do its best to accommodate this request, but may be unable to do so. In the event that Professional Tutoring is able to accommodate the request, the accelerated processing time will incur a \$150 rush fee.
2. Professional Tutoring staff strives to return all calls and emails within two business days. Calls and emails are not answered after business hours, on weekends or holidays. In the event that a phone call or email is not returned/acknowledged within two business days, clients should call again or resend email.
3. The best way to communicate with us is through our office phone number (703-830-7037) and business email addresses (NAME@juliarosspt.com). While our staff members do sometimes place outgoing calls on their personal devices to communicate with clients when out of the office, we ask that you not use our personal cell phones.
4. Much of Professional Tutoring's interactions, work, and review will be conducted by phone and email. We will do our best to keep the email flowing with pertinent information and deadlines as they approach.
5. Professional Tutoring's High School Coaching service is designed as a guide to help students. Student and Parents MUST be very involved in the High School selection and admissions process. Student and Parents are responsible for monitoring and meeting deadlines for individual schools and programs.
6. Professional Tutoring supports students in earning merit scholarships through individual colleges' ad-missions and financial aid offices. Professional Tutoring does not provide information/research regarding scholarships from secondary schools. Professional Tutoring does not research departmental or community scholarships and does not specialize in need-based financial aid. Professional Tutoring cannot and does not guarantee merit aid or financial aid.
7. Our High School Coaching packages do not allow for any substitution of services. Each provides a set package of deliverables. Any additional services outside of your selected package must be purchased at our A la Carte Services rate.