



Professional Tutoring, LLC

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

703-830-7037
www.JuliaRossPT.com

TUTORING – 2024-2025 REGISTRATION AGREEMENT

Student Name: _____ **Gender:** _____

School and Grade: _____

Graduation Year: _____ **Birthdate:** _____

Address: _____

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

Student E-Mail address: _____

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

Parent 1 Name: _____

Parent 1 Address: _____

Parent 1 Office Phone: _____ **Parent 1 Cell Phone:** _____

Parent 1 E-Mail addresses: _____

Parent 2 Name: _____

Parent 2 Address: _____

Parent 2 Office Phone: _____ **Parent 2 Cell Phone:** _____

Parent 2 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.-please be specific!)

Tutoring Plan:

Subject (please be specific): _____

(And any other subject determined appropriate by student, parent or tutor)

Schedule (day and time):

(Subject to change)

- _____ Sunday 1:00-3:00pm
- _____ Sunday 3:00-5:00pm
- _____ Tuesday 3:15-5:15pm
- _____ Tuesday 5:15-7:15pm
- _____ Wednesday 3:15-5:15pm
- _____ Wednesday 5:15-7:15pm
- _____ Wednesday 7:15-9:15pm
- _____ Thursday 3:30-5:30pm

Tutoring Test Prep:

- SSAT _____ HSPT _____ GMAT _____ GRE _____
- PSAT _____ SAT _____ ACT _____

Hours/Rates (Check One):

Standard Hours/Rates (Check One):

- Full-Time: _____ 2 hours per week: \$460/month
- _____ 4 hours per week: \$910/month
- _____ 6 hours per week: \$1360/month
- _____ 8 hours per week: \$1810/month
- Hourly: _____ \$65.00 per hour

The following advanced subjects will be charged at the rates below.

- All AP/IB subjects
- Multivariable Calculus
- Linear Algebra
- Any community college or university class

Advanced Subjects Hours/Rates (Check One):

- Full-Time: _____ 2 hours per week: \$650/month
- _____ 4 hours per week: \$1300/month
- _____ 6 hours per week: \$1900/month
- _____ 8 hours per week: \$2500/month
- Hourly: _____ \$85.00 per hour

Tutoring sessions are two hours each. The hourly rate is only available when there is no full-time tutoring spot open or on a short-term one- to two-week trial basis. Once a full-time spot becomes available or the trial period ends, students who continue with tutoring will be considered full-time and will be accorded the lower full-time rates listed above

Tutoring Policy:

Business Hours: We are in the office, in tutoring or in class Sunday through Friday. Monday through Friday, we are available by phone/email, generally from 9:00 am to 5:00 pm. Saturday and Sunday, the office is closed. Emergency calls/emails are returned on the weekend, when possible.

Tutoring Year and Rates: The tutoring year follows an academic calendar, beginning in September and ending in May. The full-time rates are annualized based on this nine-month period; each month September through May is considered one-ninth of the school year. Nine equal installments are due from September through May, regardless of the number of weeks in a month or if there are holidays in a month (see holiday schedule below). To accommodate students' final exams, we will offer tutoring at our regular schedule June 2-6, 2024, and will charge one-fourth of a month's tuition for all students who have not given termination notice by May 1, 2024. Students who begin tutoring after the school year begins will pay the same monthly rates. The tutoring fee includes reasonable interaction with teachers (at a parent's request) and parents as well as lesson preparation and research. Administration of testing, including SAT, ACT, SSAT, HSPT, GRE, GMAT, PSAT, etc., is billed at the hourly tutoring rate.

Holiday Schedule: Professional Tutoring is open for most federal holidays. During the following dates, we will not hold tutoring sessions:

Thanksgiving:	Wednesday, Nov. 27 – Sunday, December 1, 2024
Winter Break:	Saturday, Dec. 21, 2024 – Sunday, Jan. 5, 2025
Spring Break:	Saturday, April 12 – Sunday, April 20, 2025
Memorial Day:	Sunday, May 25, and Monday, May 26, 2025

** Spring Break: Accommodations will be made for students in private school or college who have different schedules.

Federal/School Holidays: Many families travel or make plans for federal/student holidays. Tutoring sessions which fall on these holidays will be considered optional for students. This means that tutoring will be available on the scheduled dates but make-up sessions will not be available. Students may not "bank" these hours.

Student Cancellations: In this busy metropolitan area, we all struggle with our kids' heavily loaded schedules, not to mention our own. Professional Tutoring, LLC understands that cancellations and schedule changes are inevitable, and we will do everything possible to accommodate schedule changes. When making a request to change your appointment, please be aware that most likely someone else will be asked to switch. It is our experience that students and parents are flexible when asked to switch their individual tutoring appointment to accommodate another student's needs. It is for this reason that we ask for as much advance notice as possible. With all of this in mind, please respect the following requirements:

- Call or email as early as possible. If there is no answer, leave a detailed message.
- Greater than 24-hour notice: make-up session permitted.
- Less than 24-hour notice: tutoring session forfeited.
- Sunday/Monday cancellation: required by close of business on Thursday.

Banking a Session: When a student is not able to attend a tutoring session and gives the requisite notice, Professional Tutoring provides two opportunities:

1. Attending virtually during their scheduled session: OR
2. Banking the session for later use under the following protocols:
 - Banked sessions must be used within two months following the missed session.
 - Banked sessions are usable during the student’s active tutoring tenure or by the end of the current academic year, whichever comes first.
 - Banked sessions may not be used in lieu of tendering the monthly tuition payment.
 - Professional Tutoring puts their best effort into rescheduling students’ banked sessions, generally offering two make-up opportunities.
 - In the case that a client declines two or more make-up opportunities offered by Professional Tutoring, the banked sessions will be forfeited.

Weather Cancellations: In the case of snow or severe weather, Professional Tutoring does not necessarily follow the Fairfax County Public School schedule. Instead, we see how the roads are several hours before tutoring. Many times, the roads clear during the day and are safe to drive. If the roads are dangerous or impassable, tutoring will be held over Zoom, barring power outages at Professional Tutoring. Students and parents will be notified by e-mail or phone call. Whenever possible, notices are also posted on our website. If you do not receive a call or e-mail, tutoring will continue as normal. When tutoring is offered (in-person or virtually), student cancellations are considered forfeitures and are not eligible for banking or make-ups. If Professional Tutoring cancels tutoring due to inclement weather or power outages, tutoring will be rescheduled where reasonably feasible. In any case, tuition will be due.

Instructor Information and Cancellation Policy: It is understood that Professional Tutoring, LLC employs a number of professional staff members under the supervision of Julia Ross. In the event of an instructor absence, a substitute teacher will provide tutoring. If no substitute is available, you will receive a phone call or email with information.

Terminating Services or Decreasing Hours: The undersigned client will provide Professional Tutoring, LLC, one full calendar month notice prior to terminating this Agreement or decreasing the number of weekly tutoring sessions. Notice must be given by the first of the month in order to terminate or decrease tutoring by the first of the following month. For example, termination given on December 15 would trigger a January 1 notice date, and a final termination date of January 31. The last day to provide a termination or decrease of hours’ notice during the school year is April 1 (for termination date of April 30). After April 1, tuition will be required through June 6.

<u>Payment Plan (Check One):*</u>	_____	Full Year:	September through May, Full payment due 9/1/2024 – 10% discount (9 months)
	_____	Semester:	9/1/2024 and/or 2/1/2025 – 5% discount (Fall – 5 months, Spring – 4 months)
	_____	Monthly:	Due the first of each month

* To be confirmed by PT staff.

Payment Terms:

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

