



Professional Tutoring, LLC

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703-830-7037
www.JuliaRossPT.com

TUTORING – SUMMER 2024 REGISTRATION AGREEMENT

Student Name: _____ **Gender:** _____

School and Grade: _____

Graduation Year: _____ **Birthdate:** _____

Address: _____

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

Student Email Address: _____

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

Parent 1 Name: _____

Parent 1 Address: _____

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

Parent 1 Email addresses: _____

Parent 2 Name: _____

Parent 2 Address: _____

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

Parent 2 Email Addresses: _____

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

Billing Phone Number: _____

Billing Email: _____

Billing Address: _____

How did you hear about us?

(friend/family/newsletter/Google, etc.) _____

Tutoring Plan:

Subject(s):

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

Tutoring Test Prep:

SSAT _____ HSPT _____ GMAT _____ GRE _____

PSAT _____ SAT _____ ACT _____

Schedule:

(Subject to change)

Mondays, June 17 - August 12

Wednesdays June 19 – September 4

When will the student attend tutoring?

Start date: _____ End date: _____

Tutoring Days and Times (select):

_____ Monday, 11 am-1 pm

_____ Wednesday, 5-7 pm

Other schedule notes (vacation, planned absences, etc.):

Hours/Rates:

Tutoring is \$65 per hour for standard subjects and \$85 for advanced (AP/IB/DE) and college subjects. Each tutoring session is two hours long unless otherwise agreed by the undersigned client and Professional Tutoring. Clients have the option of paying in full for all sessions the student plans to attend (this option includes a 10% discount) or being billed on the first of each month for all sessions the student plans to attend that month.

Payment Plan (Check One):

_____ Monthly: Due the first of each month
* To be confirmed by PT staff.

_____ Paying in Full: Due prior to the first session
(10% discount)

Tutoring Policy:

Business Hours: We are in the office, in tutoring sessions, or in class Monday 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. Only emergency calls/emails are returned on the weekend.

Tutoring Period and Rates: This summer tutoring contract and the above rates are valid from June 17, 2024, through September 4, 2024. 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, LSAT, etc., are billed at the hourly tutoring rate.

Tutoring Appointments: All tutoring appointment requests must be made through the Professional Tutoring office by phone at 703-830-7037, or by email at PTcollegecoaching@juliarosspt.com. Under no circumstances are appointments to be made directly with tutors.

Holiday Schedule: Professional Tutoring will be closed on Thursday and Friday, July 4 and 5, 2024, for Independence Day.

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
- Monday cancellation: required Thursday by close of business

Banking a Session: If a student must miss tutoring and will not be able to make up his/her session within the week, he/she may "bank" the hours and use these hours before the end of the summer tutoring term on September 4. Banked sessions are in addition to regularly scheduled tutoring sessions and may not be used in lieu of tendering the monthly tuition payment.

Weather Cancellations: In the case of severe weather, tutoring will be held over Zoom, barring power outages at Professional Tutoring. Students and parents will be notified by email or phone call. Whenever possible, notices are also posted on our website. If you do not receive a call or email, 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's 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 with two weeks' notice prior to terminating this Agreement or decreasing the number of weekly tutoring sessions. This Agreement will terminate automatically on September 4.

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.

If paying monthly, payment is due on the first of each month. Payments received after the 7th of the month 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 the 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 the 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: (Visa, Mastercard, Amex)

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.

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

Cash _____ Check _____ Bank transfer _____

Disclaimer, Acknowledgements and Release:

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 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.

I authorize Professional Tutoring, LLC, to use any work completed by my student (or myself if over 18 years old) in connection with Professional Tutoring, as well as any photos taken of my student (myself) during tutoring, 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 on the following page.

I agree to the terms outlined in this Agreement.

Signature:

Parent

Student

Date:

Accepted by:

Professional Tutoring, LLC

Date