



# Professional Tutoring, LLC

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## **TUTORING – 2025-2026 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!)

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**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 (available beginning in November)  
\_\_\_\_\_ 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: \$600/month  
\_\_\_\_\_ 4 hours per week: \$1200/month  
\_\_\_\_\_ 6 hours per week: \$1800/month  
\_\_\_\_\_ 8 hours per week: \$2400/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 Monday through Friday, and available by phone/email, generally from 9:00 am to 5:00 pm. Saturday and Sunday, the office is closed.

**Tutoring Year and Rates:** The tutoring year follows an academic calendar, beginning in September and ending June 11. The full-time rates are annualized based on this nine-and-a-half-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 1-11, 2026, and will charge one-half of a month's tuition for all students who have not given termination notice by May 1, 2026. 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. 26 – Sunday, Nov. 30, 2025
- Winter Break: Saturday, Dec. 20, 2025 – Sunday, Jan. 4, 2026
- Spring Break\*\*: Saturday, March 28 – Sunday, April 5, 2026
- Memorial Day: Sunday, May 24, and Monday, May 25, 2026

\*\* 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. 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 cancelled and a make-up session will be scheduled. 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, 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 May 1 (for termination date of May 31). After May 1, tuition will be required through June 11.

<b><u>Payment Plan (Check One):*</u></b>	<input type="checkbox"/> Full Year:	Sept. through June 11, Full payment due 9/1/2025 – 10% discount (9.5 months)
	<input type="checkbox"/> Semester:	9/1/2025 and/or 2/1/2026 – 5% discount (Fall – 5 months, Spring – 4.5 months)
	<input type="checkbox"/> 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.

Payment is due the first of each month. Payments received after the seventh 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 due date. 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 be on file to guarantee payment. To avoid late payment and fees, if payment is not received by the seventh 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.

<b>Signature:</b> _____	<b>Credit Card Type: (Visa, Mastercard, Amex)</b> _____
<b>Credit Card #:</b> _____	<b>Exp. Date:</b> ____/____ <b>Security Code:</b> _____

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 \_\_\_\_\_

**Acknowledgements and Release:**

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 below.

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

**Signature:**

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

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

**Date:**

\_\_\_\_\_

\_\_\_\_\_

**Accepted by:**

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

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