



**CREATIVE TUTORING 180  
CONTRACT FOR SERVICES**

Date: \_\_\_\_\_

Name of student: \_\_\_\_\_

Name(s) of legal parent or guardian (if under the age 18): \_\_\_\_\_

If the student is a minor, the name of the designated "point person" with whom I will arrange sessions and communicate regarding tutoring business and goals:

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

Tutoring Location:

\_\_\_\_\_

Home Address, if different:

\_\_\_\_\_

Contact phone numbers, including home and cell if available:

\_\_\_\_\_

Point person email address: (optional)

Best times to reach the point person: \_\_\_\_\_



## FEE AGREEMENT

My hourly tutoring rate is \$35 per session. Each session is one hour in length. Each session includes 55 minutes of tutoring and 5 minutes to review and explain Take Home Packet assignments for the week. I am able to provide custom sessions that include more or less minutes depending on the needs of the student.

## CANCELLATION POLICY

If you must cancel your tutoring session please provide me with 24 hours notice of cancellation. The regular tutoring fee will not be charged if I am provided a 24 hour notification. If, however, I am not notified of a cancellation, payment for the tutoring session will be due in full. I make every effort to be flexible and understanding to scheduling conflicts and will do my best to reschedule a tutoring session if needed. If I must cancel a session for any reason I will provide you with at least a 24 hour notification and offer to reschedule the session during the week. Please initial here to verify that you understand this cancellation policy: \_\_\_\_\_

To cancel an appointment, call or text my cell phone at: Insert your phone number.

## SCHEDULING

A regular weekly scheduled session is best, but with notice we may be able to adjust your tutoring session. Please contact me by cell phone at Insert your phone number for scheduling. If I don't hear otherwise from you, I will plan to meet with the student on \_\_\_\_\_(day) at \_\_\_\_\_ a.m./p.m. at \_\_\_\_\_ (location).

This tutoring agreement may be terminated at any time by any party, within the cancellation policy guidelines above. If I must end the tutoring relationship for some reason, I will do my very best to give sufficient notice and provide referrals if requested.

## SIGNATURES

All parties agree to the above terms.

\_\_\_\_\_ (tutor)

\_\_\_\_\_ (student)

\_\_\_\_\_ (parent or guardian, if applicable)