

Contract Terms

I. Rates:

Payment must be made by cash or any other method approved by Jose Otero (tutor). Checks (although highly discouraged) should be made out to "Jose Otero". Payment is requested weekly, by the end of the tutoring session, unless otherwise arranged. The standard rate, unless otherwise arranged is \$30.00 per hour. Group rates are available.

II. Scheduling:

Students (the tutees) are guaranteed the same time slot each week for the length of the contract. Students may swap scheduled appointment times, with other students, without penalty. This can be done by the student (be sure to notify the tutor after any changes are made) or with the help of the tutor.

A. Short Term Scheduling Changes:

At times the tutor may request the student to move their weekly scheduled appointment by a few hours or to a different day in that week. These changes are not permanent. Any such change in scheduling will only be made upon the approval and consent of the student or guardian. At least one hour advance notice will be given to the student / guardian before any changes are made.

B. Long Term Scheduling Changes:

Rarely, the tutor may request the student to change for the long term, their scheduled appointment. Any such change in scheduling will only be made upon the approval and consent of the student and or guardian. At least one week's advance notice will be given to the student or guardian before any changes are requested.

III. Cancellation Policy

A. Late Student Cancellations (< 4 hours)

Scheduled sessions must be cancelled or rescheduled (except in extreme circumstances) at least four (4) hours prior to the start of any session. Any cancellation less than four (4) hours, from the scheduled start time, is considered a late cancellation. Students will be permitted one late cancellation, per semester, without being charged for the cancelled session. *All subsequent late cancellations will be charged at 75% of the full rate. If the cancellation occurs at the door (i.e. minutes before the session start time) the student will be charged at the full rate.*

B. Early Student Cancellations: (> 5 hours)

Any appointment cancelled greater than four (4) hours before the appointment start time, is considered an early cancellation. If a student must make an early cancellation, a good faith effort will be made to reschedule a make-up appointment for the same week. Make-up sessions cannot be scheduled for dates beyond the current week and cannot be guaranteed. No payment is due for early cancellations.

C. Tutor Cancellations:

At times the tutor may need to cancel appointments. If the tutor must cancel, a good faith effort will be made to reschedule a make-up appointment for the same week or weekend. Any cancellations on the tutor's part, if possible, will be made known at least 24 hours prior to the session. In extreme circumstances the cancellation notice may be less.

IV. “No-Show” and Late Policy

A. “No Show” Policy

Students who are not present at the pre-determined location when the tutor arrives or whom are more than fifteen (15) minutes late are considered “no shows,” unless previously notified. *If a student is a “no show,” he or she is still responsible for full payment of the tutoring session.* In such situations, the student, at the next session, must present payment for the session in which he or she was a “no show” and the current session. Until full payment is received future appointments may be suspended.

If a student fails to show for a scheduled session, or decides the session is not needed, and has not cancelled the appointment, the student will be charged at the full rate.

B. Late Show Policy

Students who arrive late (or leave early) will be tutored for the remainder of the hour. The student will be charged at the full rate.

V. Early Withdrawal or Contract Termination

If a student needs to terminate the tutoring contract prior to the end of the year, the student must provide the tutor with a one-week written or verbal notice. (Notice is given upon receipt by the tutor.) Student will be responsible for any remaining sessions scheduled during that week.

This contract is binding for one (1) or more hours per week and will begin today, and end at the conclusion of the semester or school year, unless otherwise noted.

_____	_____	_____	_____
Student Signature	Date	Parent / Guardian Signature	Date
_____	_____		
Tutor Signature (Jose Otero)	Date		