

Drop-In Tutoring Agreement Academic Year 2009-2010

_____ I have read and understand Sloan Academics' policies for parents and agree to abide by them.

_____ I understand that fees for drop-in sessions must be paid for before they can be scheduled. Sloan Academics requires parents to pay for a minimum of 3 drop-in sessions at a time.

_____ Subject Area Tutoring and Learning Strategies Tutoring are available on a drop-in basis. SAT Prep, Specialized, and Ready to Roll are not available on a drop-in basis.

_____ *Client Cancellations*

Clients must call 722-5890 ext. 200 two or more hours before a tutoring session starts in order to receive a make-up session. Our Office Managers will contact your tutor for you – clients do not need to contact the tutor directly. Cancellations received inside of the two hour time limit will be treated as a no-show appointment and the tutor will be paid for the session. If you are running late, we recommend calling to let us know and then coming in to receive as much of the tutoring session as possible. Cancelled sessions will not be refunded or credited but rescheduled until all sessions are used.

_____ *Tutor Cancellations*

In the event that a tutor cancels a session, a make-up session will be scheduled at the client's convenience. Because we allow clients to reschedule as often as necessary, we do not offer credits or refunds for tutor cancellations for this type of tutoring.

_____ I understand that once sessions are paid for, I will not be refunded any portion of the tutoring fees.

_____ I understand that all drop-in tutoring is based on tutor availability and that Sloan Academics cannot guarantee that a tutor will be available on the day and time preferred.

Student Name _____

Parent Signature _____ **Date** _____

Staff _____ **Date** _____