

# Learning Strategies Tutoring Agreement Academic Year 2011-2012

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

\_\_\_\_ Sloan Academics requires that students sign-up for a minimum of 8 sessions.

\_\_\_\_ Payment in full is due at the Initial Consultation or before tutoring is scheduled.

\_\_\_\_ *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 the course is completed.

\_\_\_\_ *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.

\_\_\_\_ Each client will be contacted by the Office Manager to discuss make-up times and set a date for make-up appointments.

\_\_\_\_ Additional sessions may be scheduled as needed after the course is completed.

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

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

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

**Total Number of Sessions in Course** \_\_\_\_\_ **Reg Fee** \_\_\_\_\_ **Total Cost** \_\_\_\_\_