

Tutoring Application

Section 1: Parent Information

Parent Name: _____

Parent Address: _____ City: _____ St: _____ Zip: _____

Best Phone : _____ Email Address: _____

Section 2: Student Information

Student Name: _____

Age: _____ Grade: _____

Current School: _____

Tutoring Subjects Requested: _____

Section 3: Emergency Contact

Name: _____ Relation to Student: _____

Phone: _____

_____ (initial) I have received, read, and acknowledged the Tutoring Policy.

_____ (initial) I understand that all tutoring sessions are prepaid and nonrefundable.

_____ (initial) I will not leave my child unattended at tutoring sessions.

Parent/Guardian Signature

Date

Tutoring Policy

Section One: Financial Policy

- 1) Fee: Tutoring is \$30 per one hour session.
- 2) Scholarships are available for those who financially qualify and apply.
- 3) All sessions are to be prepaid (generally one month at a time) and will not be scheduled until payment is received.
- 4) Payments are nonrefundable.
- 5) Payments paid with a credit card will be charged a 3% processing fee.
- 6) In the event of a late arrival, sessions will still end at the regularly scheduled time.
- 7) Cancellations: Cancellations should be made as soon as possible, ideally at least 24 hours when possible. Any missed sessions without prior notification (“No Call, No Show”) will still be charged towards your account and not rescheduled. (This includes scholarship sessions as well).

Section Two: Parent/Guardian Commitment

- 1) A parent or guardian must be present during the entire duration of the session. You may not leave your child unattended, and must remain in the facility. Parents should remain within an observable distance.
- 2) Ensure your student arrives on time and ready to work.
- 3) Notify the tutor immediately if you will be unable to make the scheduled session.

Section Three: Student Commitment

- 1) Come prepared. Students will need at minimum a 3 ring binder, paper, and a pencil. Each tutor may request additional relevant supplies.
- 2) Be polite and respectful.
- 3) Bring current homework, textbooks, and subject matter to each session, so the tutor can provide the most relevant information.

Section Four: Session Policy

- 1) The tutor will directly schedule with parents for a time and place that is convenient for both parties.
- 2) Tutors cannot provide services in a student’s home. Ideally, quiet places with minimum distractions will be chosen. In addition to Brown County Christian School, other tutoring locations may include a library, a quiet restaurant, or other non distracting location.