

## TUTORING REGISTRATION

### Student Information

_____	_____	_____	____/____/____
Student's Name	Grade	Age	Birthday
_____	_____		
Student's Cell	Student's Email		
_____	_____		
PowerSchool User Name	Password		

### Parent Information

_____	_____
Mom's Name	Dad's Name
_____	_____
Best Contact Number	Parent Email
_____	
Emergency Contact Number	

### Tutoring Information

\_\_\_\_\_ will be the student's first day of tutoring

\_\_\_\_\_ New Student Assessment Fee \$75 (Testing Students Only)

_____	1 day per week/\$160 per month	M T W H
_____	2 days per week/\$320 per month	M T W H
_____	3 days per week/\$480 per month	M T W H
_____	4 days per week/\$640 per month	M T W H
_____	Private Tutoring/\$60 per hour	M T W H
_____	Drop In Sessions/\$45 per hour	

### Parent Release

**Please see attached form.**

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**Parent Release Information:** Please initial next to the (\*) that you understand the terms. Parent release classes that are periods 2<sup>nd</sup> and 3<sup>rd</sup> are one and half hour sessions. Students with 4<sup>th</sup> hour parent release have the option of one hour sessions or one and half hour sessions. The payment schedule is based on the amount of red days and white days in each month.

Payments indicate the amount owed each month for parent release. \* \_\_\_\_\_

Parents must notify Educational Advantage one week prior to dropping the period otherwise students will be charged for the entire month. \* \_\_\_\_\_

Parents must notify Educational Advantage 2 hours before session if student is ill. Student may make up the session within 30 days of missed session. \* \_\_\_\_\_

There will be **NO** refunds or credits for missed tutoring sessions. \* \_\_\_\_\_

**One and half hour parent release payment schedule**

	Red Days	White Days
August	3/\$180	3/\$180
September	11/\$660	10/\$600
October	9/\$540	10/\$600
November	10/\$600	9/\$540
December	6/\$360	6/\$360
January	10/\$600	10/\$600
February	8/\$480	8/\$480
March	11/\$660	11/\$660
April	8/\$480	8/\$480
May	11/\$660	11/\$660
June	1/\$60	2/\$120

**One hour parent release payment schedule (4<sup>th</sup> period ONLY)**

	Red Days	White Days
August	3/\$120	3/\$120
September	11/\$440	10/\$400
October	9/\$360	10/\$400
November	10/\$400	9/\$360
December	6/\$360	6/\$360
January	10/\$400	10/\$400
February	8/\$320	8/\$320
March	11/\$440	11/\$440
April	8/\$320	8/\$320
May	11/\$440	11/\$440
June	1/\$40	2/\$80

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**Payment and Credit Card Information**

Total Amount Due: \$ \_\_\_\_\_ I prefer to pay by    Check    Credit

*If paying by check valid credit card number must be given to guarantee payment. Credit card will be charge by the 5<sup>th</sup> of each month is check is not received. \* \_\_\_\_\_*

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Credit Card Number                      Expiration Date                      Security Code

\_\_\_\_\_  
Name on Credit Card                      Type of Card: MasterCard Visa Amex

\_\_\_\_\_  
Billing Address, if different from address on front

**Policies**

\* \_\_\_\_\_ The ratio for regular tutoring sessions is 2 students to 1 tutor. We assign your student to a tutor who is able to meet your student’s unique needs. Although we try to keep your student with the same tutor, we cannot guarantee a specific tutor for each session. If you have a specific tutoring request, please ask prior to the session, and we will do our best to meet your needs. If you want private tutoring, please indicate this when registering.

\* \_\_\_\_\_ The ratio for group classes is 6 students to one teacher.

\* \_\_\_\_\_ If your student is going to miss a tutoring session for any reason, please notify us at least 2 hours prior to the scheduled session. Students will have 30 days to make up the session at no additional charge. It is the responsibility of the parent or student to schedule a makeup session.

\* \_\_\_\_\_ Tutoring sessions are 60 minutes. Please pick your child up promptly following their session. If student stays longer than schedule session they will be billed by the ½ hour.

\* \_\_\_\_\_ Students who miss group classes are responsible for making up missed work on their own. If they need additional help, they may sign up for tutoring sessions at the regular tutoring rate.

\* \_\_\_\_\_ appropriate school behavior is expected during tutoring. Parents will be notified of inappropriate and disrespectful behavior. After the first offense, we will schedule a conference with the parent, student, and tutor. If the behaviors continue, we will ask you to find alternative tutoring for your child.

\* \_\_\_\_\_ All tuition for summer sessions is due at the time of registration.

\* \_\_\_\_\_ Credit card information must be completed on registration form; we require a valid credit card number to guarantee payment.

\*----- Space is guaranteed upon receipt of payment;

**By signing below, I acknowledge that I agree to the above payments and polices.**

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

Please sign and return your completed form with payment to address below, fax, or email

