

STUDENT (preferred name) \_\_\_\_\_ TODAY'S DATE \_\_\_\_\_

## Tutoring Services & Rates, as of Aug.1, 2015

**ANNUAL REGISTRATION FEE** ..... \$ 75 PER FAMILY

### ONE-ON-ONE TUTORING (IN-HOME OR AT ON-TRACK)

- General Academic Tutoring, **grades 7+** ..... \$ 65/HR
- General Academic Tutoring, **preK-6<sup>th</sup> grade** (with Certified Teachers) ..... \$ 70/HR
- Tutoring with **Certified Special Education Teachers** ..... \$ 80/HR
- Specialized **Multisensory Reading** Tutoring ..... \$ 80/HR
- SAT/ACT Test Prep** ..... \$ 80/HR

### SPECIALIZED ONE-ON-ONE ACADEMIC SUPPORT PROGRAMS

- General Academic Tutoring, **on-campus at NDP** ..... \$ 55/HR
- Strategic Connections™: **Executive Function (ADHD) Skills Training** ..... \$ 80/HR
- The Writing Institute™** (only available during the summer months) ..... \$ 80/HR
- Correspondence Course/Independent Study** Tutoring and/or **Homeschooling Support** . . . INQUIRE

\*\*Any service provided by **The Jones-Gordon School Master Tutors** ..... \$ 85/HR

**\$10/HR PER STUDENT DISCOUNTS** for your own **pairs/small groups** (max. 3) or for **tutoring via Skype/Facetime**.

**Note:** A \$5+/trip ZONE FEE may apply in special circumstances.

## Tutoring Policies and Procedures Please initial each.

- \_\_\_\_\_ **1. Registration Fee:** An annual registration fee of \$75 (per family) is assessed upon initiation of services and yearly thereafter.
- \_\_\_\_\_ **2. Billing Procedures:** Sessions for all services are billed on a monthly basis. Invoices (for services rendered/received the previous month) are **emailed** to you no later than the 5th of each month. **Payments for any and all invoices are due on the 9th of each month.** (For example: you are emailed an invoice for June's services by July 5th; payment is due July 10th.)
- \_\_\_\_\_ **3. Payment Procedures:** On-Track requires that a credit or debit card be kept on file. All card information is securely stored in OTT's secure system, fully compliant with the Payment Card Industry (PCI) Data Security Standard (DSS) for the safety of your data. The card on file is charged each month for fees due (auto-pay). You may contact the business office to make alternate payment arrangements. *In any case, any **remaining balances past the due date (9th)** will be charged to the card on file.*
- \_\_\_\_\_ **4. Overdue Accounts:** Any balances **remaining after the invoice due date** (e.g., partial payment or no payment received, the card on file was declined) may result in **discontinuation of services** until the account is paid in full. **Late fees (\$25)** also apply. Accounts 60 days or more past due may be referred to a collections agency. If it becomes necessary, please contact the office as soon as possible to work out a payment plan to avoid discontinuation of services and further collections fees.
- \_\_\_\_\_ **5. Session Length:** A session is defined as not less than 60 minutes. Sessions longer than 60 minutes may be scheduled (in 15 minute increments).
- \_\_\_\_\_ **6. Cancellation/No-Show Policy:** Your tutor requires **24 hours notice** of cancellations. No-shows or cancellations not made within this time frame result in a charge equal to the scheduled session time. All cancellations and/or arrangements for make-up sessions must be made **directly with your tutor**. Please remember that tutors keep session times available specifically for you/your child.
- \_\_\_\_\_ **7. Scheduling Additional Sessions:** You can schedule any needed additional sessions (or make any changes to your schedule) by contacting your tutor directly. If tutoring for another subject matter is needed, and your current tutor does not specialize in that area, contact the office so we can match/assign an additional tutor.
- \_\_\_\_\_ **8. Supervision:** A parent or another adult must be present during at-home sessions or those taking place after 5PM at On-Track. *Applicable for tutoring with students under the age of 18.*
- \_\_\_\_\_ **9. Agreement Not to Solicit On-Track Tutors:** On-Track expends substantial resources and carefully screens and trains our tutors. In addition, our tutors are contractually prohibited from providing services directly to On-Track clients. As such, we ask that you respect this agreement and not attempt to contract with On-Track tutors directly without On-Track's consent.

I acknowledge that I have read and agree to On-Track's **Rates, Policies and Procedures** as stated above.

Signature of Parent/Guardian/Adult Student: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Thank you!**

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## Credit/Debit Card Info

*All card information is securely stored in OTT's secure system, fully compliant with the Payment Card Industry (PCI) Data Security Standard (DSS) for the safety of your data. This form is destroyed once information is entered into the system.*

SELECT CARD TYPE:  VISA  MASTERCARD  DISCOVER  AMERICAN EXPRESS

CARDHOLDER NAME (please print): \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

CC NUMBER: \_\_\_\_\_ EXP: \_\_\_\_\_ CVV/SECURITY CODE: \_\_\_\_\_

**AUTO-PAY:** I AUTHORIZE **AUTOMATIC PAYMENT** OF MONTHLY FEES using the above credit/debit card.

I WILL CONTACT THE BUSINESS OFFICE to make other payment arrangements.

***I understand that the above credit/debit card will be charged if my account has an outstanding balance after the invoice/payment due date. I also understand that AUTO-PAY is the default method of payment, and that if no box is checked above, I am selecting AUTO-PAY.***

CARDHOLDER SIGNATURE: \_\_\_\_\_

Thank you!