

Private Tutoring Contract

Miriam Chin (Tutor)

Terms

Please Read the following terms carefully before signing

1. A tutoring lesson last for 1½ hours (90 minutes)
2. **Because of the limited number of session time slots, the tutor will NOT travel to a different location for each appointment. If the client requests a certain location outside of the place selected by the tutor when the appointment is set, a time to travel fee will be added to the total for each session as a tutoring rate. (Both going and returning travel time)**
3. Monday thru Friday, the client will be charged \$40 per hours, \$60 for 1½ hours, per students. Additional time will be charge incrementally.
4. **If the client turns down any time slot offer Monday thru Friday or make any last minute appointment over the weekend. The tutoring session will be charged \$80 per hour, \$100 for 1½ hours, per student. Additional time will be charge incrementally. Any exception will be reviewed and approved by the tutor.**
5. Payment will be due immediately after session unless discussed otherwise. **If the payment is delayed more than 15 days, a 10% interest will be added to the total bill each week. If the client agree and prove to continuously make \$20 or more payments every week toward their total bill, no additional late fee will be charged. But if the client discontinue without payment, then delay 10% interest rate will again be added to the total bill each week.**
6. **If the payment is paid in the form of credit card or online via PayPal, there will be an additional of 6% processing fees of the total will be charged. There will be no processing fees if paid in check.**

Please make check payable to: Passionate Mind LLC

7. Communication about appointment time will only establish with parents, not with the children under 18years, through text, calls, and/or emails. This way it will avoid any miscommunication and the child will not hold responsible to it. The only communication the tutor will have with the child is for minor information such as driving direction, running late on appointment, and so forth.
8. **All appointments request must be made by Saturday night 11:59p.m. All confirmation of appointment will be then send by the tutor by Monday 12:00a.m.**
9. If, for any reason, the tutor is unable to keep a scheduled lesson, the tutor will contact the client at least 12 hours prior to the start time of the lesson. In the event that this happens, every effort will be made to reschedule the less and will be a priority.
10. If, for any reason, the client is unable to keep a scheduled lesson (this includes converting a double session into a single session), **the client NEED to CONTACT the tutor at least 24 hours prior to the start time of the lesson.** This will enable the tutor to fill the time slot with the next client that desires such time slot. A make-up time may be offered a mutually agree upon time.
11. **If, for any reason, the client is unable to let the tutor know 24 hours in advance about any rescheduling, canceling, or even shortening a double session into a single session, the client will be obligated to pay for the cancel/reschedule session still in full base on the time slot that was requested. This payment cannot be applied to any future rescheduling appointment.**
12. Since most of the tutor's students are in high school and college, schedule will be varied every week in order to comply with every client needs. Every client will have to email or call tutor by Saturday midnight of the desire time or availability time of tutoring appointment. By Sunday midnight, tutor will email the upcoming week schedule to every client. Tutor's email address chinmiriam@yahoo.com , phone number (904) 614-7190. The website is www.miriamchin.com for any additional information.
13. Please note that the priority of the client will be based on the client who commits the most appointment weekly will have the first priority. Nevertheless, every effort will be made to accommodate everyone schedule.
14. Five minute before every session end, the tutor will let the client provide a brief progress report detailing what was covered in the lesson, what materials were used, any progress that was made, and what the parent can do at home to help his/her child.
15. The client will give the tutor two weeks advance notice in the event that tutoring is no longer needed.

I have read and agree to the above terms of the Private tutoring Contract.

Client Signature

Date

**Client’s Email Address
Address**

Client’s Child Email

**Client’s Phone Number
Number**

Client’s Child Phone

Tutor Signature

Date