

# NOCTURNE TUTORING

## STUDENT CONTRACT

STUDENT NAME(S):

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GRADE(S):

SUBJECT(S):

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FIRST DATE OF CLASS:

LAST DATE OF CLASS:

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PARENT NAME(S):

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PHONE NUMBER:

EMAIL ADDRESS:

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HOME ADDRESS:

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### TYPE OF SERVICE

Tutoring (\$125/hour)

Online Tutoring/Homeschooling (\$100/hour)

### DURATION (HOURS PER SESSION)

1

2

3

4

5

6

7

### FREQUENCY (SESSIONS PER WEEK)

1

2

3

4

5

6

7

### LOCATION

Home

Library

Coffee Shop

Skype

## DEPOSITS AND POLICIES

- \* A signed contract and a semi-refundable deposit of \$250 per student is required to begin booking tutoring/homeschooling sessions; the deposit will be used to cover the cost of late cancellations.
- \* The balance of the deposit may be applied to the cost of the final week's tutoring/homeschooling sessions or will be refunded via Zelle after tutoring/homeschooling services are no longer required.
- \* The following payment methods are accepted: Cash, Checks written to Katharine J. E. Ziegler, Credit Cards, or Chase QuickPay with Zelle to **kjelise at nocturnetutoring.com**. Payment is due the same day that tutoring and homeschooling services are rendered. Late fees will accrue at \$10 per day late. There is a \$5 processing fee per \$100 credit card transaction.
- \* For groups of up to four siblings or friends, the regular rate may be split between students. There is no separate flat fee per student. Each family is jointly responsible for the full regular rate.
- \* Appointments begin and end precisely at the agreed upon times. Late arrivals due to the fault of the student forfeit the missed minutes; late arrivals due to the fault of the tutor may make-up the missed minutes at the end of the session if time is mutually available or will receive a pro-rated rate.
- \* 24-hour advance notice via text or email is required as a courtesy to avoid being charged for cancelled sessions. Extenuating circumstances will be considered on a case by case basis.
- \* After a trial week, either party may choose to suspend or sever the tutoring relationship for any reason. A week's notice is appreciated, but only 24-hours advance notice is required to avoid fees.
- \* Driving beyond the standard travel radius of 15-minutes is available for an additional surcharge.
- \* Due to time constraints, the tutor cannot accommodate complimentary consultations or long phone calls exceeding a few minutes in her schedule. Text is best for the swiftest response.
- \* The tutor does not provide or share basic school supplies with students. She will bring her own pens, notebook, and calculator to sessions and asks each student to do the same for hygiene safety.
- \* There are no refunds for rendered tutoring/homeschooling services.
- \* By signing this form, the student(s) and/or parent(s) of minor student(s) agree to abide by the policies listed above and acknowledge that academic success is ultimately up to the student(s).

**STUDENT SIGNATURE(S):**

**DATE:**

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**PARENT SIGNATURE(S):**

**DATE:**

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