



## Lopez Tutoring Services

"A Better Future Starts with an Education"

Email: Lopez Tutoring Services@gmail.com

Phone: (310) 265-3187

# Service Agreement Form

Student Name: \_\_\_\_\_

Parent(s) Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email: \_\_\_\_\_

### FEES PAYABLE TO THE TUTOR

Fees shall be calculated at a rate of \$85.00 per hour of tutoring. No further fees shall be charged for traveling or preparation time of the tutor.

### PAYMENT

Payments can be made with cash or electronic payment (options available). Payment is required after the completion of each tutoring session. No checks accepted. A receipt is provided for each payment or an invoice if preferred. Fees are as follows:

**Initial Consultation:** Free

**Tutoring Session:** \$85.00 / 1 Hour

\$130.00 / 90 minutes

\$170.00 / 2 Hours\* (\*Must be consecutive sessions to receive rate)

### TUTORING SESSION CANCELATION

Clients may cancel tutoring session by giving at least 24 hours prior notice to the tutor (i.e. notifying by calling, text, email) in order to avoid cancelation fee/ loss of deposit. Lessons not attended by the student without prior notice to the tutor shall be charged the full rate.

### LATE ARRIVAL TO TUTORING SESSION

Fees are calculated according to the times stipulated for tutoring session to occur and no adjustment shall be made for time loss due to late arrival by the student. Extending a lesson to fulfill session time shall compensate for any time loss due to the late arrival of the tutor if agreed upon by client and tutor.

### ACADEMIC ACHIEVEMENT DISCLOSURE

The tutor makes no promises or guarantee in regards to student's academic performance as a result of tutoring provided. Ultimately, it is the student's responsibility to put forth best effort for academic merit.



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### **OBLIGATIONS OF THE TUTOR**

The tutor undertakes all preparation prior to lessons and to structure lessons to optimize time to the benefit of the student. The tutor shall keep confidential all information of the student and shall contact other parties involved in the education of the student only if given written permission by the student/ parent/ legal guardian. The tutor shall at no time be required or obliged to execute homework and or assignments on behalf of the student.

### **OBLIGATIONS OF THE STUDENT**

The student undertakes the responsibility to assist the tutor in identifying problem areas in which the student needs help. The student agrees that assignments, exercises, and or homework form an integral part of tutoring and will put effort towards completing such work in a timely manner.

### **TERMINATION**

Either party may terminate tutoring sessions at any time by giving the other party two weeks prior written and verbal notification.

This agreement constitutes an understanding between the parties with regard to the subject matter. Any alteration to this agreement must be in writing and signed by both parties.

### **AGREEMENT AND SIGNATURES**

If and when the student is a minor, the parent/ guardian shall enter into this agreement on behalf of the student and shall accept and agree to all the terms and conditions contained herein on behalf of the student.

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

Student (18 years or older): X \_\_\_\_\_

Parent/ Guardian: X \_\_\_\_\_

Tutor: X \_\_\_\_\_