

**Savannah Educational Consultants, LLC**  
Contract for Tutorial Services

Savannah Educational Consultants (SEC) offers tutorial support to students of all ages and grade levels, in most subject areas, for preparation in taking standardized tests such as the ACT and SAT, and in study skills and strategies to improve general academic performance.

All tutors are independent contractors. As such, they abide by the policies set forth by Savannah Educational Consultants, but are responsible for their own schedules and appointments.

Families securing tutorial services at Savannah Educational Consultants are invoiced on the last business day of each month for services rendered at a rate of \$68.00 per hour, with payments to be received by the 10<sup>th</sup> of the following month (late fees may be applied). A one-time \$20.00 materials fee will be charged for students receiving SAT/ACT preparation.

Although tutors are expected to review the following policies and procedures regarding appointment scheduling and attendance with each of their students at their first session together, parents are responsible for ensuring that their children understand these policies and procedures and conduct themselves accordingly.

1. Students and tutors are expected to act with mutual consideration and respect at all times. Both parties agree to come prepared, with appropriate books and materials, to all sessions.
2. **Schedule:** A mutually convenient schedule will be determined and is expected to be adhered to. All appointments are to start on time; students and tutors are expected to notify each other if running late and work out arrangements for a full session, if reasonable, considering both parties' availability. If requested, tutors will arrange for re-scheduling of sessions. Students are not to take it upon themselves to swap sessions with another student. Changes may be requested by voice mail, text or e-mail, however, direct contact should be attempted whenever possible so that an alternate time may be arranged that is convenient for everyone.
3. **Communication:** Students and tutors will exchange telephone numbers and e-mail addresses so that contact and communication is never an issue. Please keep this information some place other than just a cell phone directory, in case of lost phones or service. Contact information for Laurel and/or Helese should also be maintained, and used if necessary, when unable to reach your tutor/student.
4. Students and tutors agree, that if it is necessary to cancel or re-schedule an appointment, for any reason, notification will be given as soon as possible. Advance 24 hour notice is requested, but with the understanding that illness or emergencies may arise, all parties agree that a minimum of 4 hours' notice is required. If cancellation or re-scheduling is not due to illness or emergency, or if notification by a student is less than 24 hours, a charge for half the regular session fee will be applied. If the student does not contact the tutor at all and does not show for an appointment, the full session fee will be charged. In

return, if the tutor gives less than 24 hours' notice, or fails to show for an appointment, a half or full session, accordingly, will be provided at no charge.

5. If a student arrives late, s/he will be tutored for the remainder of the scheduled session and be charged the full rate. If the tutor arrives late, s/he will tutor the full session time, or, if unavailable to complete the full time, will either make up for time lost at the next session or be paid accordingly.
6. Students who cancel more than two (2) tutoring sessions without rescheduling within a nine-week timeframe may forfeit their scheduled time slot. If a student reschedules, but arrives late or does not keep the appointment, charges may be incurred, as described in #4 above.
7. Students and parents understand that tutors are not expected to do student work, complete assignments, or help students more than they are willing to help themselves.

Savannah Educational Consultants retains the right to terminate services rendered should there be three missed sessions without notice. SEC retains the right to terminate, without refund, if a student fails to be an active participant in the tutorial process. Overdue account balances for tutoring or other SEC programs may result in discontinuation of services until account is brought current.

Name of Student: \_\_\_\_\_ School: \_\_\_\_\_

Student telephone: \_\_\_\_\_ Student e-mail address: \_\_\_\_\_

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

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

Telephone: \_\_\_\_\_ (home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell)

E-mail address: \_\_\_\_\_

*By signing below, all parties agree to the provisions of this agreement.*

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
SEC Consultant Signature

\_\_\_\_\_  
Date