

STUDENT (preferred name) _____ TODAY'S DATE _____

Tutoring Services & Rates — current JGS students, summer 2018

ANNUAL REGISTRATION FEE \$ ~~70~~ PER FAMILY
waived for JGS summer tutoring

ONE-ON-ONE TUTORING (IN-HOME OR ON-SITE)

- General Academic Tutoring, **grades 7+** \$ 65/HR
- General Academic Tutoring, **preK-6th grade** \$ 70/HR
- General Academic Tutoring provided by **JGS Teaching Staff** \$ ~~80~~/HR **\$75/HR**
- Specialized **Multisensory Reading** Tutoring \$ ~~80~~/HR **\$75/HR**
- SAT/ACT Test Prep** \$ ~~80~~/HR **\$75/HR**
- Strategic Connections™: In-Home **Executive Function (ADHD) Skills Training** \$ ~~80~~/HR **\$75/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:** *Waived for JGS summer tutoring.* An annual registration fee of \$75 (per family) covering administrative costs is assessed upon initiation of services and yearly thereafter. If OTT is unable to place an appropriate tutor with your child, the registration fee is refunded.
2. **Billing & Payment Procedures:** A valid credit or debit card **MUST** be kept on file for auto-payment of monthly fees. Invoices are emailed for review no later than the 5th of each month; **the credit/debit card on file is automatically charged on the 10th of each month** for services rendered/received the *previous* month.

For example: an invoice for June's services is emailed by July 5th; payment for June's services will be charged to the card on file on July 10th. All card info is securely stored in OTT's computer system, fully compliant with the Payment Card Industry (PCI) Data Security Standard (DSS).
3. **Overdue Accounts:** Any balances **remaining after the 10th of each month** (e.g., 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. Please contact the OTT office as soon as possible, if the need arises, in order to work out a payment plan and to avoid discontinuation of services and/or further collections fees.
4. **Session Length:** A session is defined as not less than 60 minutes. Sessions *longer* than 60 minutes can be scheduled (in 15 minute increments), as tutors'/teachers' schedules allow.
5. **Cancellation/No-Show Policy:** Your tutor/teacher 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/teacher**.
6. **Additional Sessions:** You can schedule additional needed sessions (and/or make any schedule changes) by contacting your tutor/teacher directly. If tutoring for another subject matter is needed, and your current tutor/teacher does not specialize in that area, contact OTT so we can match and assign an additional tutor/teacher.
7. **Supervision:** A parent or another adult must be present during at-home sessions or those taking place after **5PM** at On-Track/JGS. *Applicable for tutoring with students under the age of 18.*
8. **Non-Solicitation:** On-Track and JGS expend substantial resources to carefully screen, train, and manage our tutors and teachers. In addition, our tutors and teachers are contractually prohibited from providing services directly to On-Track clients/JGS families. As such, we ask that you respect this agreement and not attempt to contract with On-Track tutors/JGS teachers directly without our explicit consent.

I acknowledge that I have read and agree to the **Rates, Policies and Procedures** as stated above.

Signature of Parent/Guardian: _____ Date: _____

Printed Name: _____ Email: _____ Phone: _____

Thank you!