

## Private Tutoring Agreement Form

\_\_\_\_\_

*Student Name*

I have read, understood, and agree to all the provisions of the RSM-MetroWest Tutoring Policy.

\_\_\_\_\_ date \_\_\_\_\_

*Parent/Guardian Signature*

### Tutoring Policy

**Registration fee.** Students not currently enrolled in a regular math class must pay the required registration fee before being accepted for tutoring. This fee will be applied to a class registration, if the tutored student enrolls in a regular math class within the same academic year that tutoring took place. Registration fee must be paid before the first tutoring session. If tutoring is scheduled during Summer School, advanced payment for all planned tutoring sessions is required before the first class.

**Advanced Payment.** We require payment for 4 tutoring sessions in advance. In the case when less than 4 tutoring sessions are recommended, advanced payment is required for all recommended sessions. Any unused tutoring fees will be refunded at the end of tutoring, or applied to continued tutoring or class fees. Payments for any cancelled sessions, provided cancellations followed our Cancellation Policy, will be applied to rescheduled tutoring sessions or tuition, or refunded at the end of tutoring if unused.

**Cancellations or schedule changes of private tutoring** requires at least 24 hours written notice by email sent to [info@MetroWestSchool.com](mailto:info@MetroWestSchool.com).

Note that the cancellation/schedule change request email must be sent **to this email address** rather than just to your tutor. If you fail to follow this cancellation protocol, you will be responsible for the full amount due for the missed session. Please note that messages left on the voice mail or communicated to anyone orally do not meet the requirement of providing the 24 hr. cancellation notice.

For **semi-private tutoring**, if you cancel the class, it is your responsibility also to notify the other students in the semi-private group regarding cancellation at least 24 hours in advance. Cancellation of one student in a semi-private class will result in cancellation of the entire class, unless the remaining students wish to pay the private tutoring rate. If you fail to notify the other families regarding the cancellation at least 24 hours in advance, you are responsible for the cost of the missed tutoring session.