



**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**School:** \_\_\_\_\_ **Program:** \_\_\_ Math or \_\_\_ Reading

**Parent Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**Phone Number(s):** \_\_\_\_\_

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

**Referred by (if known):** \_\_\_\_\_

### **Tutoring Agreement**

ACES Academic Consulting & Educational Services, LLC and \_\_\_\_\_  
(the Client) agrees as follows:

#### ***Services***

ACES will provide in-home tutorial sessions. The parties will agree to an appropriate schedule (two times per week are recommended) and each session is a minimum of one hour in length. Tutors can save 5 minutes at the end of a session to discuss progress with parents, or parents can schedule additional consultation time with the tutor when mutually agreeable. Appropriate materials will be provided, and student progress notes will be kept on each session. The client further agrees to provide an adequate environment for tutoring. The area must have appropriate lighting and a desk or table and chairs.

#### ***Scheduling***

Families and tutors set up mutually agreed upon tutoring times. If the client must cancel a tutoring session, he/she agrees to call the tutor 24 hours in advance, and the client will not be responsible for payment of that session. In the event illness or last minute emergencies, the client should contact the tutor ASAP to minimize their inconvenience. In the event of tardiness, the tutor will wait up to 15 minutes for the parent and the student to arrive at the tutoring location. If the parent and student arrive within the 15-minute period, tutoring will be performed for the remainder of the scheduled session, if not the client is responsible for payment of the missed session.

#### ***Staffing***

All tutors are personally interviewed by ACES staff and are qualified to tutor in their area of expertise. All tutors provide personal and professional references that are contacted. Although a client may request a particular tutor, ACES reserves the right to match tutor and student based on student need, schedule, and geographical location. If a client is dissatisfied with a tutor, all measures will be taken to replace the tutor. As an ACES client, solicitation of ACES tutors is not permitted. Tutors are contracted through ACES and have agreed, in writing that they are not allowed to accept direct employment or a referral from ACES tutoring clients.

