



ACES
Academic Consulting & Educational Services
IN-HOME TUTORING SERVICES

PO Box 418, Gotha, FL 34734-0418
aces@cestutoring.com
888-329-9333 (toll-free)

Local: pattilazenby@yahoo.com
Phone: 561-504-6051
Fax: 561-840-6760

Student Name: _____ Grade: _____
School: _____
Parent Name: _____
Address: _____
Phone Number(s): _____
Email: _____

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.

Tuition \$45.00/hour, in sets of six or twelve hours.

Tuition Payment

Tuition fees, registration and consultation fees are to be paid directly to **ACES** in the form of a debit or credit card payment. Clients are required to pre-pay for a set of tutoring sessions. When those paid hours are used, client will be able to make another payment. Unused hours will be reimbursed. After payment, clients will receive an **ACES** invoice through e-mail. When necessary, **ACES** reserves the right to request tuition to be paid on a weekly basis and given directly to the tutor.

Liability

The above client agrees never to leave any student who is under the age of 18 and considered a minor, alone with the tutor at any time. Tutors are instructed to leave the premise immediately if left alone with a minor.

Confidentiality

ACES agrees to hold in confidence all scores, records, and notes regarding student performance unless otherwise instructed, in writing, by the client (see authorization to release/obtain information).

ACES Educational Consultant

Client

Date

Terms of Payment

Client will be billed via E-mail _____

You are required to keep a credit card on file (will not be charged unless account is over 30 days past due).

Credit Card # _____ **Visa** **MC**

Name on Card _____ **Exp. Date** _____

___ **6 hours; \$270** **or** ___ **12 hours; \$540**

Parental Consent for Release of information

I give my consent for **ACES Tutoring** staff members to contact

_____ of the following agency/school

_____ for the purpose of obtaining educational

information to assist ACES Tutoring in developing an appropriate tutoring program for my child.

Student Name

Client Signature

Date

Student Agreement for ACES Tutoring

I agree to be on time for my tutoring sessions.

I will come to my tutoring sessions prepared.

I agree to treat my tutor with respect and courtesy.

I agree that I will not ask my tutor to do my homework or other class assignments for me, and I agree to be responsible for taking notes in my classes and for completing my class assignments.

I understand that **ACES** tutoring will provide me with tutoring to help me learn, practice, and master my class work and to help me learn about and develop effective independent study strategies.

I also agree to be an active participant and contributor in my success, and I realize that tutoring cannot replace regular class attendance.

Student Signature

Date