

Mullins Tutoring, Inc.
Glendale, AZ 85310
(623)693-5233

Tutoring Policy

SESSION TIMES

Tutoring sessions will be scheduled for a minimum of one-hour time slots.

RETAINER AND PAYMENT

A \$55 retainer will be due before the first session to reserve the time. This is refundable if you change your mind and provide a 48-hour notice prior to the first session. This payment will be applied to the first session. Payment for each week's sessions is due at the beginning of the week.

FEES (non-refundable)

Individual tutoring	\$55/hour
Returned check fee/insufficient funds	\$35
Late payment fee (10 days after the due date)	\$35

TUTORING SESSIONS

Tutoring sessions will take place at my home. Parents are welcome to remain during the session. However, parents must be prompt in picking their children up.

CANCELLATION POLICY

Each time slot is reserved specifically for the student. Twenty-four-hour notification is required except for emergencies and illness. In the case of illness, please notify me as soon as possible. Regular fees will be assessed for all other cancellations and "no-shows." If I don't receive that notification, you will be billed for the session(s) missed. Late arrivals sometimes can't be avoided, but the session won't be prorated.

MAKE-UP SESSIONS

If I must cancel, that session will be credited to a future session. Make-up sessions will be allowed when prior notification is given and based on availability.

SUSPENSION OF SERVICES

We reserve the right to suspend our tutoring services for non-payment, excessive cancellation, or "no-shows."

THANK YOU SO MUCH FOR YOUR COOPERATION!

CLIENT _____

DATE _____

Jennifer Mullins, Owner

DATE _____

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