**Two Times Tutoring, LLC: Services and Payment Policies**

We are excited to have the opportunity to tutor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_! The policies below help

(name of student)

ensure that the tutoring experience is pleasant for the student, parent(s), and tutor(s) alike.

**Services:**

* The tutor(s) will do his/her/their best to bring the most value to the student and help him/her understand the material better. However, Two Times Tutoring cannot guarantee educational progress. It will be the student’s responsibility to pay attention and ask questions when necessary.
* If the student is under 18 years old and tutoring sessions take place at the student’s home, there will be a parent or guardian present during the duration of the session.

**Payment:**

So that Two Times Tutoring can provide quality sessions for the student and to make sure the tutor’s/tutors’ time is respected, the person responsible for payment agrees that he/she will:

* Pay for each tutoring session, at the latest, by the end of that particular session.
* Give at least 12 hours of notice when canceling a session. Failure to do so (which includes no-shows) results in being charged for that session at the full rate ($85 per hour). If the student shows up late to a session, we can only tutor until the end of the original allotted time, and the price does not change.

Printing your name and signing below means you agree to the above terms.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(printed name of person responsible for payment) (date)

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(signature of person responsible for payment) (date)

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(printed names of founders of Two Times Tutoring, LLC) (date)

X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(signatures of founders of Two Times Tutoring, LLC) (date)