



Tutoring Contract, Truesdale Academy Tutoring

CLIENT & CONTACT INFORMATION

Student Name: _____

Parent/Guardian (Primary Contact): _____

Phone: (c) _____ (h) _____

Email: _____

Address: _____

Preferred Contact Method: Text Email Cell Home

TUTOR INFORMATION

Tutor: Truesdale Academy Tutoring (Kelly Green)

Phone: (704) 275-5277

Email: TruesdaleAcademy@gmail.com

SERVICES

Tutoring will begin on ____ / ____ / 20__ and will continue according to the agreed-upon schedule (see attached).

Location of Services: _____

FEES & PAYMENT

The rate is \$_____ per session (50–60 minutes), which includes tutoring, testing, and report writing.

Payment is due weekly in advance for the upcoming sessions. Accepted payment methods include Cash, Check, Money Order, Cash App, Venmo, Zelle, PayPal, and ESA+ (ClassWallet).

A 2.5% processing fee applies to all electronic payments. No sessions will be held until payment is received.

TRAVEL

In-home sessions include a travel fee based on distance. Local sessions are \$15–\$25; longer distances may be billed proportionally to travel time. Specific travel fees will be communicated in advance.

LATENESS, CANCELLATIONS, AND NO-SHOWS

This policy helps ensure fairness and consistency for all students and scheduled sessions.

Lateness

Session time will not be extended or adjusted for late arrival or early pickup.

If late pickup becomes a recurring issue, additional time may be billed at the standard hourly rate.

Cancellations

A minimum of 72 hours (3 days) notice is requested for cancellations whenever possible.

Cancellations made within 24 hours of the session will be charged the full session fee. Same-day cancellations are non-refundable.

Cancellations made with 72+ hours notice may be rescheduled based on availability.

No-Shows

Missed sessions without prior notice will be charged the full session fee.

Rescheduling & Credits

Sessions are billed weekly in advance to reserve appointment times.

When adequate notice is provided (72+ hours), the Tutor will make reasonable efforts to reschedule. If rescheduling is not possible, a credit may be applied to the client's account for future use.

Termination

If either party chooses to discontinue services, any unused prepaid sessions will be refunded.

Agreement

By signing, the Client agrees to the terms outlined in this contract.

_____	_____
(Tutor Signature)	(Date)
_____	_____
(Client Signature)	(Date)

