

Young Peoples Workshops



SPANISH  
IMMERSION  
SCHOOL

# Tutoring Registration Form

Today's Date: \_\_\_\_\_

## PERSONAL INFORMATION

Student Full Name: \_\_\_\_\_ M / F

Student's Grade: \_\_\_\_\_ Subject: \_\_\_\_\_

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

## PROGRAM INFORMATION

Desired Time / Day: \_\_\_\_\_

Alternate Time / Day: \_\_\_\_\_

Tutoring Fee: \_\_\_\_\_

## PAYMENT INFORMATION

Card Number: \_\_\_\_\_

Exp Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Verification # \_\_\_\_\_

Name on Card: \_\_\_\_\_

Signature: \_\_\_\_\_

Full Billing Address: \_\_\_\_\_ Zip Code \_\_\_\_\_

## **CANCELLATION POLICY**

### Cancellation Of Lessons By Client/Student

The Client/Student may cancel tuition/lessons by giving at least 24 hours prior notice to the Tutor in which case no tuition fees will be incurred. Lessons not attended by the student without giving 24 hours prior notice to the Tutor shall be charged at the full rate.

### Cancellation Of Lessons By Tutor

The Tutor may cancel lessons by giving 24 hours prior notice to the Client/Student in which case no fees shall be incurred. Where a lesson was pre-paid, the Tutor shall reschedule the appointment at a time agreeable to both parties, failing which the Client/Student shall be refunded with such a missed lesson fee.

### Refund Policy

Please be aware that we have a No Refund Policy for all services. Refund requests, including, but not limited to, those made by Students who cannot attend or use services, regardless of the student's reason(s), and regardless of whether the Student provides us with advance notice, will not be honored. Should you choose to cancel a prepaid Learning Package after attending your first session, you will be billed for the remaining amount of the Tutoring Package price. Exceptions may be made only in cases in which a Student cannot attend due to serious illness or the death of an immediate member of the Student's family. In these cases, official documentation may be required.

### Obligations Of The Student

- The Student undertakes to assist the Tutor in identifying problem areas in which the Student needs specific tutoring.
- The Student agrees to be prepared for every session by having all materials, utensils, homework, etc. ready and available in the designated tutoring location prior to the Tutor arriving.
- The Student agrees that assignments, exercises or homework form an integral part of tutoring and undertakes to complete such work timely.

### Obligations Of The Parent/Guardian

- The parent/guardian undertakes to be responsible for the student's conduct and character during the tutoring sessions including promptness, respectful behavior, and staying on task.
- The parent/guardian is responsible for initiating any communication with the tutor.
- The parent/guardian is responsible for getting the student to the session on time and for picking up the student promptly as soon as the session has ended.
- The parent/guardian agrees to ensure that the student has completed all work assigned by the tutor within the timeframe given.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent / Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_