



2012 – 2013 School Year Tutoring Registration

Student Information

Student Name (first and last) _____

Current School _____ Grade Level in Fall 2012 _____

Subjects _____ Classroom Teacher _____

Billing Information

Parent Name(s) _____ Email _____

Street Address _____ City _____ ZIP _____

Home Phone (____)____-____ Cell Phone (____)____-____ Other Phone (____)____-____.

Important Policies

- The regular hourly tuition rate is \$55/hour and payment is due at each session. Sessions billed afterwards will be charged \$60/hour.
- Appointments must be cancelled by 10:00 AM on the day of your appointment, or 4 hours prior for early appointments in order to avoid charges.
- A \$25 late fee applies to any sessions that remain unpaid for 30 days.
- Lessons last 55 minutes for every hour to allow for proper preparation for each student.
- If you arrive late, your session will still end at the scheduled time and tuition will not be prorated.

Monthly Tuition Policies

- Sessions must be cancelled before 10:00 AM in order to avoid charges, or 4 hours prior for early appointments in order to avoid charges.
 - Sessions may be rescheduled for up to 7 days before or after the original appointment. Lessons do not roll over from week to week or month to month.
 - Monthly tuition rates are based on 4 hours/month (8 hours/month for twice monthly tuition).
 - Tuition for your first month and months with scheduled school holidays will be pro-rated if the holiday results in fewer than 4 hours/week (8 hours/week for twice monthly tuition). No other months will be pro-rated. Coming in for fewer sessions in a month may affect your tuition rate.
 - The Tutor Studio is open for all Monday holidays. If a regular session time falls on a Monday holiday, students may come in as scheduled, reschedule for a different day of the week, or skip that session, but tuition will not be prorated.
 - Monthly Tuition offers a discount for prepayment. Monthly tuition paid after the first session of the month will be charged a \$25 late fee in order to eliminate this discount.
 - Additional hours are available at a discounted rate of \$50/hour if paid at the time of your session. Unpaid sessions are billed at the regular hourly rate.
 - Students in the same family may share a monthly tuition plan, using more hours at a lower rate.
 - Additional students may join lessons for an additional \$10/hour. Advance notice is appreciated.
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Please keep one copy of this form for your reference, and return an original, signed copy.

Financially Responsible Adult Signature _____ Date _____

Mail to The Tutor Studio, 2440 N Glassell St #T, Orange, CA 92865 or FAX to The Tutor Studio 714-921-0831