



Andrea Hardy, *Dyslexia Specialist*
32065 Castle Court, Suite 250F
Evergreen, CO 80439
303-870-8774
andreahardy@gmail.com
HardyTutoring.com

Tutoring Contract

Everyone's time is valuable, and a simple contract helps to clarify expectations and serve everyone's interest. Please take the time to read through the following points before signing. Feel free to ask any questions or express any concerns that you may have.

Scheduling Time

To ensure that your time and the tutor's time are respected, appointments will promptly begin at the agreed-upon hour. No adjustment to fees shall be made for time lost because of late arrival by the student or by early termination of session.

Cancellation Notice

If you must cancel or re-schedule, notify me at least 24 hours in advance. A credit may be applied if the session cannot be rescheduled due to timing conflicts. If notice is not given 24 hours prior to the session, you will forfeit the full fee for the missed session. I understand that sometimes it is not possible to notify me 24 hours ahead of time, and depending on the circumstances, exceptions may be made at my discretion.

Fees

Each month's tutoring sessions must be paid for in advance at the beginning of each month. Credits will be applied to the next month's invoice. A late fee of \$25 will be charged for invoices not paid in full by the 10th of the month. Additionally, I offer transportation from my office to Evergreen area schools if needed. There will be a \$15 fee for this service. A separate transportation contract will need to be signed.

Scheduling Conflicts

If a conflict arises in my schedule, I will make every attempt to reschedule the student's appointment for the same week. I will also do my best to notify you of any schedule changes at least 24 hours ahead of time. Please let me know as soon as possible of any planned absences the month prior to billing.

Obligation of the Tutor

With the exception of the student's parents or guardians, the tutor shall keep confidential the student's information. The tutor shall contact other parties involved in the education of the student only if given written permission by the student's parent or guardian. The tutor shall at no time be required or obligated to do homework assignments from school with the student.



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No Warranties

While the tutor is confident in her skills and teaching ability, the tutor makes no promises or warranties with regard to the student's performance as a result of any tutoring provided.

Termination

Either party may terminate this tutoring contract at any time by giving the other party fifteen (15) days prior notice in writing, or forfeiture of the cost of two sessions will be applied.

Hourly Session Amount

\$80.00

Tutoring Days and Times:

I agree that I have read and understood all of the above mentioned information.

Student Name: _____

Student Signature: _____ Date: _____

Parent Name: _____

Parent Signature: _____ Date: _____

Tutor Name: _____

Tutor Signature: _____ Date: _____