



PRELIMINARY INFORMATION

Student's name:

Tutor:

Birth date:

School:

Grade:

Parent name(s):

Home address:

City, Zip:

Home phone:

Please indicate contact preference order (1, 2, 3, etc) for all phone numbers

Mobile phone/s Parent(s):

Student mobile phone (optional):

Email addresses: Parent(s):

Student email (optional):

Please circle one:

Email **is** or **is not** a reliable way to communicate with our family

Please circle one:

Yes or **No**: QWERTY may contact us via email with news related to QWERTY

Alternate contact(s) in case of emergency (name, relationship, contact phone #):

Are there any **medical concerns** to be aware of while this student is working at **QWERTY** (possible diabetic reaction, seizures, allergies, etc.)?

Special instructions in the event of a medical or other emergency:

Optional: EMAIL Address for billing: (Leave blank if you prefer bills via USPS Mail): _____

Billing: Billing is done at the end of each month of service, and an invoice will be delivered by mail **or email**. If you prefer email, **let us know the EMAIL address where you would like your bills sent**. Payment is due at the end of the month following service. A non-optional late fee of \$10 will be added for payments received after the due date. Payments 2 months late are subject to a \$30 late fee, and 3 months late will be subject to a \$60 late fee. Your prompt payment helps simplify our accounting and is sincerely appreciated.

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- Fees:**
- Academic tutoring fees are \$105 per hour on weekdays and \$125 per hour on weekends.
 - ISEE Tutoring: \$125 per hour
 - Writing Adventures (8 sixty minute sessions, Monday through Thursday for 2 consecutive weeks):
Early Summer: \$520, Mid-Summer: \$600
 - College Essay Writing: Introductory Package (4 sessions): \$540, Additional Sessions: \$150 per hour

Scheduling and Cancellation: Please phone as far in advance as possible if you are unable to keep a scheduled appointment, providing the reason for the absence. You will be billed for appointments missed without **reasonable notice**. Students are not expected to attend their tutoring session on school holidays, though they may attend if they desire and if the tutor is available. **Since various schools have different holiday schedules, it is your responsibility to confirm your schedule for those days.**

Parent Signature:

Date:

Tutor use only:

Referral Source: