



Student Information Form

Student's name:		Tutor:
Birth date:	School:	Grade:
Parent name(s):		Home phone:
Home address:		City, Zip:
★Please indicate a contact preference order (1, 2, 3, etc.) for all phone numbers, home and/or mobile:		
Mobile phone/s Parent(s):		Student mobile phone (optional):
Email addresses: Parent(s):		Student email (optional):

Please circle one: Email **IS / IS NOT** a reliable way to communicate with us
 Please circle one: **Yes/No:** May we contact you via email with QWERTY-related news? (2-3 times yearly)
 Please circle one: Do you use either **Facebook** or **Nextdoor**? If so, please circle the one you use
 Please circle one: **Yes/No:** Have you ever written a Yelp! review?

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:

Please confirm your EMAIL address for billing (PDF format)
 (Write "Paper" if you prefer bills sent via USPS to your home address):
Billing: Payment is due during the month in which your PDF invoice is received by mail or email. We encourage email to save paper. A non-optional late fee of \$10 will be added for payments received after the due date. Payments 2 months late are subject to an additional \$30 late fee, and 3 months late will be subject to an additional \$60 late fee. Your prompt payment helps simplify our accounting and is sincerely appreciated.

- Fees:**
- Tutoring: \$125/hr on schedule and \$145 off schedule. \$625 Spotlight Tutoring Package
 - Educational Testing Fees are determined by total number of hours testing, scoring and writing the report. An additional Administrative Testing Fee is also added (\$200 for a Psychoeducational Evaluation, \$350 for a Comprehensive Assessment).
 - Co-Pilot Tutoring \$90 per hour
 - Standardized Test Prep: \$135 per hour on schedule and \$155 per hour off schedule.
 - Executive Functions Coaching \$140 per hour
 - Writing Workshops (8 sixty-minute sessions, Monday through Thursday for 2 consecutive weeks): \$640
 - College Essay Writing: Introductory Package (4 sessions): \$540, Additional Sessions: \$150 per hour
 - Cognitive Testing "IQ" Package \$500.

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 may attend tutoring on school holidays, if they choose and the tutor is available. **Since holiday schedules vary in different schools, it is your responsibility to confirm your schedule for those days.**

Parent Signature: _____ Date: _____

How did you hear about us?

1. **Other QWERTY Family** (Name _____)
2. **Professional Referral** (Teacher/Education Professional/Other) <- circle one, (Name _____)
3. **Website** (Direct/Google/Other Search) <- circle one
4. **Social Media** (Facebook/Twitter/Pinterest/Yelp!/Instagram) <- circle one
5. **Other** (please specify) _____