



PRIVATE TUTORING TERMS & CONDITIONS

Getting Started: After you have purchased a block of 10 hours, I will start the search for an appropriate tutor. This process may take up to a week, but often requires less. Should there be a need to change your tutor At Home Academy will find a suitable replacement tutor.

Customer Accounts: Your account will be debited at the end of each week for all time the tutor spends with your child. In order to provide the highest quality of services, we require at least 2 hours of tutoring per week. Occasionally this may include extra session time beyond your regularly scheduled sessions if requested by you or the child. If you do not wish to be billed for extra time, please notify us by email or telephone before your first session, and we will instruct your tutor to end the sessions promptly at the regularly scheduled time.

Replenishing your account: After you have completed the initial 10 hours of tutoring, we will automatically renew your contract for tutoring services in additional 10 hour blocks. We will let you know when this occurs. After the initial 10 hours, you may cancel at any time by sending notification to us and we will gladly refund all money for any unused hours.

Cancelled Sessions: If you must cancel/reschedule a session, we ask that you provide at least 24 hours' notice to your tutor, otherwise your account will be debited for one hour of tutoring. Please keep in mind that we require at least 2 hours per week in order to insure your student is receiving enough help.

Supervision: A parent or responsible adult *must always be present* in the home during the tutoring sessions if the tutoring session is held in a private home or location specified by you.

I have reviewed and agree to these terms and conditions:

Signature of Parent or Legal Guardian

Date Signed

Name (please print) of student

E-mail address and cell

Here's How Payments Work:

You authorize charges to your Visa, MasterCard, American Express or Discover card. A fee of up to 4% will be added to your credit card transactions. You may pay by cash or check and avoid any associated credit card fees.

You will be charged for an additional 10 hours of tutoring when your tutor account is depleted. A receipt will be emailed to you and the charge will appear on your credit card statement. You will only be charged for the agreed upon amount. After the initial 10 hours, you may cancel at any time and the balance in your account will be refunded promptly.

Please complete the information below:

I _____ authorize At Home Academy to charge my credit card
(full name on credit card please print)
indicated below for payment of my tutor/test prep hours. I understand that I will receive notice of the charge via email.

Billing Address _____ Phone # _____

City, State, Zip _____ Email _____

Account Type:	Visa	MasterCard	Amex	Discover
Cardholder Name	_____ Please print			
Account Number	_____			
Expiration Date	_____	Zip Code	_____	

SIGNATURE _____ DATE _____

I authorize the above-named business to charge the credit card indicated in this authorization form according to the terms outlined above. If the above noted payment dates fall on a weekend or holiday, I understand that the payments may be executed on the next business day. I understand that this authorization will remain in effect until I cancel it in writing, and I agree to notify the business in writing of any changes in my account information or termination of this authorization at least 15 days prior to the next billing date. This payment authorization is for the type of bill indicated above. I certify that I am an authorized user of this credit card and that I will not dispute the scheduled payments with my credit card company provided the transactions correspond to the terms indicated in this authorization form.