PRIVATE TUTORING TERMS & CONDITIONS

Getting Started: Our process starts immediately when you authorize us to begin. We work with you to determine learning objectives, styles, personality and together create an individualized learning plan. We charge a one-time set up fee of $100 to cover any materials, plan development, and administrative time to select the most effective options for you and your student. We will start the search for an appropriate tutor. This process may take up to a week, but we try to do it much quicker. After you have purchased a package of tutoring hours we will work with you to get the times and dates scheduled so that tutoring can begin.

Customer Accounts: Your package of hours will be added to your account and will be available immediately, but will expire after 60 days. Each time you tutor, we will reduce the available hours based on how long your tutoring session lasts. When your account balance reaches 2 hours remaining, we will notify you of the remaining hours available. When your account reaches 0 hours remaining, we will renew your account for an additional package of hours at the same price and terms agreed upon. If you do not wish to renew, please let us know before your account reaches 0 hours remaining so that we will not charge your credit card for an additional package of hours. Please call us if you have any questions or concerns.

Rescheduled or Missed Sessions: If you must RESCHEDULE a session, we ask that you provide at least 24 hours notice to your tutor, otherwise we will consider this a missed Session. MISSED sessions cannot be rescheduled.

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

I have reviewed and agree to these terms and conditions:

_____ _____

Signature of Parent or Legal Guardian Date Signed

REQUIRED INFORMATION:

_____ _____ _____

Student Name (please print) Student E-mail address Student Cell Number

Here's How Credit Card Payments Work:
You authorize charges to your Visa, MasterCard, American Express or Discover card for the initial package of hours immediately. In addition, you authorize similar charges when your account renews. You will be charged for the total amount due for a similar package of hours at the same price and terms agreed upon. A receipt will be emailed to you and the charge will appear on your credit card statement. You may cancel at any time before your account is renewed.

Please complete the information below:

I _____authorize At Home Academy to charge my credit card indicated below for payment of Tutoring Hours.
(Parent / Responsible Party)

I understand that I will receive notice of the charge via email. Please print

Billing Address_____ Parent Phone #_____

City, State, Zip_____ Parent Email_____

Account Type: ⑥ Visa ⑥ MasterCard ⑥ Amex ⑥ Discover

Cardholder Name _____ Please print

Account Number _____

Expiration Date _____ Zip Code_____ CVV 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. I understand that the payments may be executed within 5 business days of each renewal date. 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 5 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.