

Student's Name _____

Parent's Name _____

Email _____ Phone _____

2016-17 Tutoring Policies:

Tutoring Fees: Private classes with an RSM-MetroWest teacher are \$75/hour. Semi-private classes with a teacher (2-4 students) are \$45/hour per student. Private classes with a student teacher are \$35/hour. Semi-private classes with a student teacher are \$20/hour.

Registration fee: Students not currently enrolled in a regular math class must pay the required registration fee before being accepted for tutoring. This fee will be applied to a class registration, if the tutored student enrolls in a regular math class within the same academic year that tutoring took place.

Advanced Payment: Registration fee must be paid before the first tutoring session. Tutoring fees must be paid 4 sessions in advance, unless fewer than 4 sessions have been recommended. In this case all of the recommended sessions must be pre-paid before the first tutoring session. Payment should be made in advance of the first class or each 4 session series.

Cancellations for private tutoring: Cancellation of tutoring sessions requires at least 24 hours written notice by e-mail sent to info@metrowestschool.com. (Note that the cancellation e-mail must be sent to this e-mail address rather than just to your tutor. You can of course copy the tutor as well.) If you fail to follow this cancellation protocol, you will be responsible for the full amount due for the missed session. Please note that messages left on the voice mail or communicated to anyone orally do not meet the requirement of providing the 24 hr. cancellation notice.

Cancellations of semi-private tutoring: All requirements of the 24 hour cancellation for private tutoring apply to semi-private tutoring as well. In addition, for semi-private tutoring, if you cancel the class, it is your responsibility also to notify the other students in the semi-private group regarding cancellation at least 24 hours in advance. Cancellation of one student will result in cancellation of the entire class, unless the remaining students wish to pay the private tutoring rate. If you fail to notify the other families regarding the cancellation at least 24 hours in advance, you are responsible for the cost of the missed tutoring session.

Advance schedule and changes in schedule: Due to high demand on our limited private tutoring resources, we require that sessions are scheduled in at least 4 session increments, unless fewer sessions are recommended. Schedule change requests will be handled on a best effort basis. Change requests received less than 24 hours in advance of a session are subject to the 24 hour cancellation requirements.

I agree to comply with school policies:

Signed _____

Date _____