



# Policies and Fees

Effective 01/01/2019

<b>Session Fees</b>	\$45 per session. \$40 for second child per session.								
<b>Material Fees</b>	\$300 one time fee (approximate 40% savings) or \$100 as child progresses to new level.								
<b>Evaluation Fees</b>	\$300 one time. Due prior to evaluation via online portal. An average of 2 hours required to complete evaluation.								
<b>Reevaluation Fees</b>	\$150 – completed every 50 visits to re-establish baselines.								
<b>Travel Fees</b>	\$45 per hour with a \$5 minimum. We do attempt to keep any travel time to a minimum.								
<b>Late Payment Fees</b>	1% fee - \$2 minimum								
<b>Cancellation Fees</b>	<table border="0"> <tr> <td>Child’s School District closed due to weather</td> <td>no fee</td> </tr> <tr> <td>Tutor notified more than 3 hours prior to session</td> <td>no fee</td> </tr> <tr> <td>Tutor notified 1–3 hours prior to session</td> <td>\$12.50</td> </tr> <tr> <td>Tutor notified less than 1 hour prior to session</td> <td>50 – 100%</td> </tr> </table>	Child’s School District closed due to weather	no fee	Tutor notified more than 3 hours prior to session	no fee	Tutor notified 1–3 hours prior to session	\$12.50	Tutor notified less than 1 hour prior to session	50 – 100%
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NOTE: Excessive rescheduling or cancellation may result in additional fees.

<b>Statements</b>	Statements are made available for payment received and formatted for insurance needs. Payment will need to be received prior to the month’s start. Subsequent payments due on the 10 <sup>th</sup> of each month.
<b>Sessions</b>	Students should be tutored a minimum of two sessions per week to make adequate progress.
<b>Student Performance</b>	Students are expected to arrive focused and ready to work. Lack of effort or focus will result in a meeting to develop a plan to ensure the best progress.
<b>Tardiness</b>	Time missed due to tardiness is not made up.
<b>Reevaluations</b>	Students are reevaluated every 50 lessons to determine progress. Parents will meet with the evaluator to discuss progress following the reevaluation.
<b>Ending of Tutoring</b>	If you decide to discontinue tutoring for any reason, we ask for at least two weeks notice. We reserve the right to terminate tutoring at any time.

I understand and agree to the policies outlined above.

Signature \_\_\_\_\_

Date \_\_\_\_\_