

# Mathematics Tutoring Contract

Mary Lambert – Certified Level 4 Secondary Mathematics Educator

Math.tutor.utah@gmail.com

(207) 607-2131

## Contact Information

Name of Student \_\_\_\_\_

Age of Student \_\_\_\_\_ Date of Birth \_\_\_\_\_

Name of Math Course Currently Enrolled In \_\_\_\_\_

Name of Parent/Guardian \_\_\_\_\_

Address \_\_\_\_\_

Street

City

State

Zip Code

Phone Number (Home) \_\_\_\_\_ Phone Number (Parent Mobile) \_\_\_\_\_

Phone Number (Student Mobile, If applicable/okay with parent) \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Additional E-Mail Address if applicable \_\_\_\_\_

Preferred Form of Contact ☐ Email ☐ Phone Number (which specific number?) \_\_\_\_\_

## Cost/Payment

As the Tutor, I will not be tutoring any other students while I am with your child, unless you have set up a group with other Parents/Guardians. I want make sure the students are getting the one on one they need through tutoring that they do not have the chance to receive in a classroom, so groups will not exceed four students. The Student and/or Parent will pay the Tutor by cash or check at the conclusion of each session. Prorating will be done on a half hour basis, rounding up to the next half hour.

Number of Students	1	2	3	4
Cost Per Student Per Hour	\$20	\$18	\$16	\$14

There will be \_\_\_\_\_ students in this tutoring group. If this changes at a later date, a new contract will need to be signed.

## Tutor's Responsibility

*The Tutor has taught 7<sup>th</sup> through 9<sup>th</sup> graders in Utah and has worked extensively with the new core. Please keep in mind that every district is approaching the new core differently, and despite the Tutor's experience and abilities, she is not a human calculator, and may need to go through a problem before she can explain it to the Student.*

With that said, the Tutor agrees to:

- Attend each session on time and prepared.
- Provide high-quality tutoring services.
- Not do any of the student's work for him/her, but to guide them in the right direction.
- Provide a positive and encouraging academic environment.
- Maintain confidentiality of the student's academic information.
- Help student to achieve the goals he/she wishes to reach.

## Student's Responsibility

The Student agrees to:

- Attend each session on time and prepared with relevant materials
  - o Relevant materials include textbook(s), notes, homework assignments, previous assignments and exams, paper, pencil, eraser, calculator, etc. Materials will not be provided by the Tutor.
- Attempt materials *before* tutor session.
- Notify tutor at least 12 hours in advance of a session cancellation.
- Actively participate in the session and communicate any questions or concerns.
- Please bring a copy of any materials the teacher has handed out with policies on late and absent work.

## Cancelation Policy

The Student and/or Parent must contact the tutor at least 12 hours in advance in order to reschedule. No-shows and late cancellations will not be able to reschedule. Upon the next session, the Student will be charged for both the current session and the previous no-show/late cancellation.

The Tutor will provide the same courtesy and will notify the Student and/or Parent at least 12 hours in advance if she needs to cancel. In the case of an extreme circumstance, if the Tutor has to cancel in less than 12 hours, the Student will not be charged for the cancelled session, and the next session will be given a 50% discount.

## Guarantees

The Tutor cannot guarantee the level of improvement the Student will achieve. However, she can guarantee to provide professional and useful help for the Student. The Student will need to put forth effort outside of the tutoring to fully achieve his/her goals.

## Location

Tutoring will take place at Whitmore Library unless other arrangements have been made. If other arrangements are made to come to the Student's home (or any other location), and upon the Tutor's arrival the Parent/Guardian is not present, the Tutor will leave without having the session and the Student will be charged during the next session the same as a no-show/late cancellation.

The undersigned hereby agree to the terms in this contract.

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Student's Signature

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Today's Date

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Parent/Guardian's Signature

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Today's Date

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Tutor's Signature

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Today's Date