Professional Tutoring, LLC
11901 Cub Court, Fairfax Station, VA 22039 703-830-7037
info@JuliaRossPT.com www.JuliaRossPT.com

ACADEMIC COACHING - REGISTRATION AGREEMENT

Student Name: _____ **Gender:** (circle) M F

School and Grade: _____

Graduation Year: _____ **Birthdate:** _____

Address: _____

_____

Home Phone: _____ **Cell Phone:** _____

E-Mail address: _____

Other Information: _____
(504/IEP/Testing Accommodations, etc.)

Mother Name: _____

Mother Address: _____

Mother Office Phone: _____ **Cell Phone:** _____

Mother E-Mail addresses: _____

Father Name : _____

Father Address: _____

Father Office Phone: _____ **Cell Phone:** _____

Father E-Mail addresses: _____

Billing Name: _____
(person/people responsible for payment)

Billing Phone Number: _____

Billing Address: _____

How Did You Hear About Us? _____
(Friend/family/newsletter/google/etc.)

Initial Intake Fee: $750 for up to three hours of service including Initial Consultation, review of Student information, and initial draft of Student goals and coaching plan.

Weekly Rate: $150 (which includes approximately one hour meeting per week, check-ins to follow up during week, and finalization/revision of Student goals). Meetings can be in person, by telephone, or via Skype. Check-ins can be by phone, email, or text messages.

Additional Meetings or Services: Additional services will be billed at $75 an hour. Professional Tutoring will seek prior approval of Responsible Party before providing any additional services. Responsible Party will be billed separately for any additional services.

Coaching Year: The coaching year follows the individual school's academic year calendar.

Holiday Schedule: Professional Tutoring is open for most federal holidays. During the following dates, we will be closed:**

Thanksgiving:	Wednesday before holiday – Sunday after holiday
Winter Break:	Saturday before holiday - Sunday after New Years
Spring Break:	Saturday before break - Sunday after break**
Memorial Day:	Monday - as observed on the school calendar

** If requested, Coach at own discretion may continue to provide services during holidays if requested.

Student Cancellations: Professional Tutoring, LLC understands that cancellations and schedule changes are inevitable and we will do everything possible to accommodate schedule changes. If an appointment needs to be changed, please provide as much notice as possible. If less than 24 hours' notice is provided, coaching session may be forfeited at discretion of Coach. The Weekly Rate remains unchanged.

Weather Cancellations: In the case of snow or severe weather, Professional Tutoring does not necessarily follow the Fairfax County Public School schedule. Instead, we see how the roads are several hours before coaching time. Many times, the roads clear during the day and are safe to drive. If the roads are dangerous or impassable, the coaching session will be cancelled by e-mail or phone call, barring power outages at Professional Tutoring. Whenever possible, notices are also posted on our website. If you do not receive a call or e-mail, coaching will continue. Student cancellations are considered forfeitures. If Professional Tutoring cancels due to inclement weather, coaching will be rescheduled where reasonably feasible. In any case, tuition will be due.

Instructor Information and Cancellation Policy: It is understood that Professional Tutoring, LLC employs a number of professional staff members under the supervision of Julia Ross. In the event of a coach absence, a substitute will be provided or the coaching session will be re-scheduled.

Termination: The undersigned client will provide Professional Tutoring, LLC one full calendar month notice prior to terminating this Agreement. Notice must be given by the first of the month in order to terminate academic coaching by the first of the following month. For example, termination given on December 15 would trigger a January 1 notice date, and a final termination date of January 31. The last day to provide termination notice during the school year is April 1 (for termination date of April 30). After April 1, tuition will be required through June.

Payment Terms: Professional Tutoring accepts payment by cash, check, bank transfer or credit card. All credit card payments will be charged a 3.4% service fee.

Payment is due the first of each month. Payments received after the 7th of the month will be assessed a $25 late fee. Returned checks will be assessed a $35 fee. In the event that Professional Tutoring does not receive payment within 30 days of its due date, the undersigned client will be responsible for all reasonable attorney and administrative fees incurred in the collections process, in addition to payment due. Interest will accrue at 1.5% per month (18% annually) from due date. If there are mitigating circumstances, such as sickness or job loss, please be assured that Professional Tutoring, LLC will make every effort to accommodate extenuating circumstances.

Credit Card Guarantee and Payment Method: Professional Tutoring requires that a current, valid credit card be on file to guarantee payment. To avoid late payment and fees, if payment is not received by 7th of the month, your credit card will be charged the monthly payment plus a 3.4% service fee. Professional Tutoring will only charge this card without explicit authorization in the case of late payment or nonpayment.

Signature: _____

Credit Card Type: (Visa, Mastercard, Amex) _____

Credit Card #: _____

Exp. Date: ___/____ Security Code: _____

Would you like us to automatically charge your credit card for your monthly payment? Yes _____ No _____
The charge will include a 3.4% service fee.

Would you like to use this card to pay your initial intake fee ($750)? Yes _____ No _____
The charge will include a 3.4% service fee.

If "No," please indicate an alternative form of payment:

Cash _____ Check _____ Bank transfer _____

Privacy: If Student's parents are financially responsible for client's coaching fees; Student understands and agrees that Coach may provide general updates to Parents, the extent of which is to be determined by the Coach, in Coach's sole discretion, regarding Student's progress, missed appointments, Student check-ins, etc.

Acknowledgements and Release:

I authorize Professional Tutoring, LLC, to use any work completed by my student (or myself if over 18 years old) as part of the Professional Tutoring coaching process, as well as any photos taken of my student (myself) during that process, in furtherance of the business of Professional Tutoring, LLC, including, but not limited to, brochures, marketing, and social media.

I acknowledge that I have read this Agreement and understand the nature of the services to be rendered and the applicable fees. I further acknowledge that I have been afforded the opportunity to discuss any questions about the terms of this Agreement before signing below.

I agree to the terms outlined in this agreement.

Signature:	_____	_____
	Student	**Responsible Party**
Date:	_____	_____
Accepted by:	_____	_____
	Professional Tutoring, LLC	**Date**

For Office Use Only:

_____

_____