**FEE & CANCELLATION CONTRACT**

HOURLY RATES: Star Tutoring, LLC hourly rate is $37.50 per hour for one-on-one tutoring, or $45.00 per hour for two-on-one tutoring. This includes 55 minutes of tutoring and 5 minutes to check in about progress and scheduling. Tutors can stay longer if an agreement is made between the tutor and parent-guardian during a session. The parent-guardian will be billed accordingly.

ONLINE PAYMENTS AND TAXES: All payments for tutoring sessions must be paid beforehand via PayPal using the online application at startutoringnow.com. There will be a 4.1% Hawaii State Tax plus a 3.0% charge for online PayPal services.

CANCELLATION POLICY: We at Star Tutoring, LLC understand situations arise that may make you or your child late for a tutoring session. You may cancel your tutoring session 2 hours before the session directly with your tutor. Rescheduling for being late with your tutor is your responsibility. If you cannot contact the tutor before a tutoring session, or are late for the session, without notifying me or the tutor, you will be billed for a missed session. If the tutor is late he or she will make up the time, or reschedule for the missed session.

Ending your contract with Star Tutoring, LLC requires 1-week prior notice, after the last session has finished. There are no refunds for unused sessions but they can be banked for future use (up to 1 year of time from date of purchase) or a new tutor can replace the current tutor to complete the purchased sessions.

SCHEDULING: A regular weekly schedule session is best, but with prior notice we should be able to adjust your tutoring session based on your busy schedule. Please confirm this with your tutor on a weekly basis.

This tutoring agreement may be terminated at any time by any party within the cancellation policy guidelines above. If I or a contract worker-tutor must end the tutoring relationship for some reason, Star Tutoring, LLC will do its best to give sufficient notice and provide referrals if requested.

NO COMPETE AGREEMENT: All Star Tutoring, LLC tutors are bound by a No Compete Agreement that they cannot take on private tutoring clients who are using Star Tutoring, LLC services or have used Star Tutoring, LLC services for the last 6 months from the point tutoring services ended.

ADULT PRESENCE: There must be an adult present at all times on the premises where tutoring is to take place. If tutoring takes place in a public location, tutors will insure that other adults will be present and nearby.

We here at Star Tutoring LLC will do our best to improve your child’s academic success but there are no guarantees that this will occur. We are not responsible if your child shows no academic success.

SIGNATURES

By signing this Fee & Cancellation Contract with Star Tutoring, LLC you have read and agree to all the terms in the contract along with the cancellation policy guidelines above.

All parties agree to the above terms.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Star Tutoring, LLC)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (student)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (parent-guardian)

**CONTACT INFORMATION SHEET AND TUTORING PREFERENCES**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Student(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name(s) of legal parent or guardian (if student is under 18): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tutoring Location:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address, if different:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact phone numbers, including home and cell if available:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Point person (adult who will be on the premises or responsible for child’s schedule) email and phone number:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Best times to reach Point person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred method of communication:

Cell/text Cell/phone only email

Preferences for a tutor: Male Female