

STUDY MENTORS

New Student Application : Required Before Lessons May Begin

Student: _____ Grade Level: _____ Date: _____

Street Address: _____
City: _____ State: _____ Zip: _____

- Homework
- SAT/ACT
- College Planning

Phone 1: c/h/w () _____ Phone 2: c/h/w () _____

School Attending: _____ City: _____

Parent Name: _____ Parent email _____

Diligent study habits and proper work ethics are necessary for any child to succeed. We work hard to instill in every student these essential skills. We feel that a vast majority of our students have benefited and continue to benefit from our work. We look forward to working with your child!

Study Mentors LLC Procedures and Policies†

Please read the following list and sign the confirmation that follows. It shows that you as a parent or adult student understand and accept them in applying for scheduling with Study Mentors LLC..

1. Study Mentors LLC agrees to reserve one-hour blocks, unless otherwise arranged, per student, per week. This constitutes a standing appointment and we expect that you will attend unless you tell us otherwise.
2. Students are expected to keep a consistent schedule; however, full usage of the hour is up to the client. If a student chooses to leave early, charges are **NOT** prorated.
3. Times will be reserved on a first come / first served basis.
4. Cancellations are an inevitability but will follow these two rules: Same day cancellations are not guaranteed make-ups or credits. Cancellations received at least a day prior to the lesson are eligible to receive either a make-up or credit towards the next month's balance. **NOTE: Make-ups may or may not be with the same teacher.**
5. At the full discretion of the owner, your schedule may be cancelled if lessons become extremely inconsistent.
6. Parents and or Tutors may, at any time, request a meeting to be held between the tutor, the parents and the owner, in order to discuss an issue.
7. Payments are collected the first lesson of each month and will cover that particular month, in advance. This is regardless of credit or make-up status. Invoices are sent at the beginning of each month, and payments are updated within 24 hrs We do understand that sometimes paying a full invoice is not possible. Please talk to us about payments and we will be happy to work with you on the terms.
8. Rates in-office are standard and do not change for one-to-one tutoring, no matter the subject. Small group tutoring can reduce the individual rate, but will still be assessed on an individual basis. There is no "lesson sharing" and as a result, no rate sharing.
9. The company does **NOT** offer mobile services, at this time.
10. Parents and adult students are responsible for their own schedules. If a student does NOT show up for a lesson, and no one has informed the office, this will count as a same-day cancellation and will receive a **FULL CHARGE, NO** make-up and **NO** credit towards the next month's bill.

†Policies and times subject to change and all parties involved will be informed within a reasonable amount of time.

PLEASE READ:

"You understand if you have an unpaid balance and do not make satisfactory payment arrangements, your account may be placed with an external collection agency. You will be responsible for reimbursement of any fees from the collection agency, including all costs and expenses incurred collecting your account, and possibly including reasonable attorney's fees if so incurred during collection efforts."

Parent/Adult Signature _____ Date _____

Questions or concerns? Contact us through our website at : www.studymentors.org or via the phone number below.

WE LOVE OUR FAMILIES!!!! THANK YOU SO MUCH FOR ALLOWING US TO SERVE YOU!!