



Study Mentors

The journey is yours.
Let us help guide you.

What are we helping
you with today?

- ☐ Homework
- ☐ SAT/ACT
- ☐ College Planning

Student Information

Name: _____

School Attending: _____

Grade Level _____

Phone () _____ ☐

Billing Information

Account Name: _____

Street Address: _____

City _____ State _____ Zip _____

Phone () _____ ☐

Email: _____

Our Mission, Goal
and Promise

We strive every day to bring you mentors who are skilled, knowledgeable, and mindful of your goals for your student. It is our mission to help our students be successful in whatever they want to take on. We believe that solid work, and diligent work habits build success. We also believe that success comes from a strong foundation in conceptual knowledge. That is where we will always start to build each student. Please let us know if there is something specific you would like us to help you or your student achieve.

Please read the terms and
conditions on the reverse.

Study Mentors LLC Procedures and Policies†

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

1. Study Mentors LLC agrees to reserve lesson time in 15 minute increments, provided that a minimum of 30 minutes is scheduled per lesson. Client agrees that, once the schedule is set, this constitutes a **STANDING APPOINTMENT** and attendance will be expected unless arrangements are made otherwise.
2. If a student chooses to leave a lesson early, charges will **NOT** be prorated.
3. Lessons are constantly in flux, so we may contact you to adjust times to try to fit in other students. It is your prerogative whether or not to adjust your schedule.
4. **CANCELLATIONS:**
 - a. are not guaranteed make-ups or credits.
 - b. made at least the day before a lesson will not be charged unless a make-up is scheduled
 - c. made the same day are subject to a **FULL CHARGE**
 - d. No-Show students will be considered same-day cancellations.
5. At the full discretion of the owner, your schedule may be cancelled if lessons become extremely inconsistent.
6. Parents and or Mentors may, at any time, request a meeting to be held between the mentor, the parents and the owner, in order to discuss any issue.
7. **INVOICES** are sent at the beginning of each month to the billing email address on file and will reflect the lesson schedule agreed upon by all parties involved.
8. **PAYMENTS** can be made via: Venmo, Cash, Check, or Credit Card (both online and in-office) and are expected to be made **BEFORE** a lesson takes place or the **SAME DAY** as the lesson. Monthly payments made in advance are eligible for a discount. Ask for details.
9. Rates: Standard rates are \$10 per 15 minutes. Other fees may apply for specific services such as online SAT/ACT access or Diagnostic Testing.
10. The company does **NOT** offer mobile services or group lessons at this time.

†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." Additionally, you agree that , where not prohibited by law, that the designated collection agency is authorized to (i) contact you by phone at the numbers provided herein, (ii) contact me via text message through the wireless number I am providing (message and data rates may apply) or emails, using the email address I supply and (iii) methods of contact may include using pre-recorded /artificial voice message and/or use of an automatic dialing service, as applicable.

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!!