

This agreement was made on ____ / ____ / ____ (date)

This contract outlines the terms and conditions for tutoring services provided by

_____ (Instructor)

_____ (Student).

Schedule

English language lessons will be provided to the student according to the tutoring schedule listed below.

Day and time of lessons:	Sunday: _____
	Monday: _____
	Tuesday: _____
	Wednesday: _____
	Thursday: _____
	Friday: _____
	Saturday: _____

Duration of the lessons: _____

Frequency of lessons: _____ (e.g. weekly)

Total number of lessons: _____ (if known)

Date of the first lesson: _____

Location of lessons: _____

Fees

Lessons will be charged at the rate of \$ ____ for _____ (duration), payable in cash or a cashiers check (no personal checks or credit cards are accepted) to the instructor herself or to Applied Languages.

Deposit Payments

After the first lesson, the payment of one lesson in advance is required as a deposit.

Cancellations and Short-Notice Cancellations

Any lessons cancelled by the student within less than **24 hours** will result in the deposit being forfeited, **which means that the student pays for the missed lesson**, unless the instructor decides differently because of special circumstances. **The student also forfeits the deposit if he or she is later than 30 minutes to a scheduled lesson without attempting to call or email.**

The rescheduling of any missed lessons can be discussed with the instructor for a time that is mutually convenient for both the student and the instructor.

If the instructor is obligated to cancel a lesson, the lesson will be rearranged for a time that is mutually convenient for both the student and the instructor.

For any notices, **the student can contact the instructor by email or by telephone** (preferably both).

Termination of Lessons

Both the instructor and the student have the right to terminate lessons. Either the instructor or student may cancel this contract at any time, within 24 hours notice to the other; upon which the deposit money will be returned.

Limitation of Liability

While the instructor will strive to ensure progress, she is not ultimately responsible for the motivation of the student. The instructor cannot be held accountable for the student's success. Also, both the instructor and the student cannot hold the other liable for personal negligence. The tutor and the student will be responsible for holding onto their belongings and property to prevent any damages or thefts.

The Student's Responsibilities

- think about expectations and discuss them with the tutor.
- review the goals and discuss them as needed.
- listen to and think about the tutor's feedback.
- think about any preferred learning styles or preferred methods and discuss them with the tutor.
- be on time for each lesson.
- wait for tutor for up to 30 minutes if the tutor is late.
- be responsible by practicing and completing the work.
- practice outside of the class.

The Instructor's Responsibilities:

- be prepared for each lesson.
- review goals and consider them while planning lessons.
- identify learning opportunities.
- consider the needs, strengths, weaknesses and abilities of the student.
- think about the student's expectations.
- reflect on how to communicate with the student.
- think about the teaching style being used.
- be on time for each lesson
- wait for student for up to 30 minutes if the student is late.

Signed by the student / parent / guardian _____ Date ____ / ____ / ____

Signed by the instructor _____ Date ____ / ____ / ____