**Agreement for Home Mentoring & Tutoring Services with StudyLab LLC**

Name of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_

Name(s) of legal parent or guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Name of designated “point person(s)” with whom we arrange sessions and communicate about mentoring/tutoring and goals:

Contact phone number(s) for point person(s) and student (if applicable):

Email for point person(s) and student:

Preferred method of communication: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Best times to reach the mentoring/tutoring point person(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FEE AGREEMENT**

Our hourly rate for a Homework Mentoring Session is $25.00. That hour includes 50 minutes of doing homework/studying and 10 minutes for check in (filling out the planner and organizing the student’s homework for the day) and checkout. Student may arrive 10 minutes earlier than their session to work on their planner before their actual study session starts. Students are not allowed to stay longer than the scheduled 60 minutes unless otherwise arranged through the online scheduling system or the scheduler on site.

Monthly renewal packages for unlimited sessions – each hourly session much be booked, any hourly session that the student doesn’t show up for will incur a $10 charge for loss of revenue. Monthly charges will occur from August – May (the summer months of June and July will not be charged in this plan). You may cancel this plan at any time.

The point person(s) agrees to pay for the Homework Mentoring/Tutoring fee in advance of the session.



One on one tutoring sessions have an hourly rate of $60. That hour includes 55 minutes of tutoring and 5 minutes to check in about progress and scheduling. Students are not allowed to stay longer than the scheduled 60 minutes unless otherwise arranged with the tutor.

**SESSION CANCELLATION POLICY**

You may cancel your Homework Mentoring Session or One-on-one Tutoring session with no penalty up to 24 hours before the scheduled session. If, however, you cancel within 24 hours of the session, payment is due in full. Please initial here to verify that you understand this cancellation policy: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

You may cancel your appointment online or by email at *studylabkc.com***.**

**RIGHT TO REFUSE HOMEWORK MENTORING OR TUTORING SERVICES**

StudyLab LLC reserves the right to refuse services to any student or family that causes a disturbance or distraction to the business. In order for students to work well it is imperative that StudyLab LLC creates an atmosphere that is conducive to learning. Warnings may or may not be given depending on the level of infraction.

StudyLab LLC is not equipped to handle behavioral problems. If you feel that your student may struggle in a group environment, please see one of the owners before signing this agreement.

**FOOD ALLERGENS ON OUR SNACKS**

StudyLab LLC provides snacks and beverages that may be purchased on a regular basis. Some of these food items may include allergens. Please notify the staff if your student has any food allergens so we can help minimize any problems.

StudyLab is not responsible for any death, injury, or other loss suffered by a client consuming any products provided at the facility. By initialing below you are acknowledging that consuming snacks/drinks at StudyLab is done entirely at your (or your students) own risk and that you will exclude StudyLab from any liability. \_\_\_\_

**PHOTO/MEDIA APPROVAL**

I hereby grant permission to *StudyLab LLC* to use photographs and/or video of my student for use in publications, news releases, online, and in other communications related to the StudyLab LLC marketing.

If you wish to opt out of this please initial here. \_\_\_\_\_

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