

## **Contract of policies for Linda Edgar's Tutoring Service**

1. All instruction is online using the interactive zoom platform. Parents and students will be emailed the zoom link to use for instruction.
2. Students need to have a computer and reliable internet connection. Students should be seated at a table or desk in a quiet room with appropriate lighting.
2. If you would like to discuss your child's progress, please feel free to call me weekday mornings prior to instruction time. 623-229-1861
3. The tuition is \$55 per hour. Payments are made on a monthly basis and are due the 25<sup>th</sup> of the month for the following month. For example October tuition is due September 25<sup>th</sup>. If tuition is late a late fee of \$20 will be added. Make checks payable to Linda Edgar. Failure to pay your tuition on time may result in your time slot being given to the next student on the waiting list. Payments can be made with ZELLE to [ledgar@cox.net](mailto:ledgar@cox.net). Payments can be made with VENMO by requesting my VENMO link.
4. All summer sessions scheduled must be paid for. There are no credits, refunds or make-ups given for summer sessions not attended. In the summer parents have the option to pick and choose which weeks their child will attend. On the summer enrollment form schedule only those weeks your child will be able to attend.
6. The school year schedule is as follows.

**Instruction is available Monday through Thursday**  
**1:30-2:30 2:30-3:30 3:30-4:30 4:30-5:30 5:30-6:30 6:30-7:30**

It is recommended that a student attend two hours a week. Scheduling is done on a first come first served basis. Scheduling preference will be given to those students who are currently enrolled and attend at least two hours a week.

I HAVE READ ALL OF THE ABOVE POLICIES AND AGREE TO FOLLOW THEM.

PARENT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

PRINTED NAME OF PARENT \_\_\_\_\_

STUDENT NAME \_\_\_\_\_

THIS SIGNED FORM MUST BE RETURNED WITH THE ENROLLMENT FORM AND TUITION CHECK BEFORE YOUR CHILD WILL BE PUT ON THE SCHEDULE.