



ASC Private Tutoring Program Application

Program Choice: 20 Hours 30 Hours 40 Hours

Student Name: _____

Gender: Male Female Date of Birth (M/D/Year) ____/____/____

Current School: _____ Grade: _____

Address: Street: _____ Apt. #: _____
City/Town: _____ Zip Code: _____

Student Cell: _____

Students E-mail: _____ (PLEASE PRINT LEGIBLY)

Parents' Contact Information – PLEASE PRINT LEGIBLY

Name(s): _____

E-Mail: _____

Home Phone #: _____

Cell Phone #: _____

Work Phone #: _____

BEST TIME TO CALL: _____

Subject Area of Study: English _____ Math _____ Other _____

TEST PREP _____ Previous Test Prep Scores? _____ Date Taken: _____

What are YOUR GOALS for this tutoring contract?

Will the tutor be helping with HOMEWORK? Yes _____ No _____ Sometimes _____

Do you have your own materials/books? Yes _____ No _____

Additional Information/Comments:

Preferred Days/Times (additional room on Side 2):

Choice 1: Days _____ Meeting Times: _____

Choice 2: Days _____ Meeting Times: _____

Choice 3: Days _____ Meeting Times: _____

Preferred Start Date: _____ Today's Date: _____



ASC Private Tutoring Program

TERMS OF AGREEMENT

The application and coordination fee (\$50) and the private tutoring fee are non-refundable.

The minimal Tutoring package is 20 Hours (students typically are tutored in 2 hour blocks of time.)

- The ASC standard tutoring rate is \$85/HR for ESL.
- Test Prep and Specific Academics are \$95/HR (e.g. math, ELA, chemistry, biology, physics, etc.)
- Private School/College Consultation is \$200/HR (e.g. interview prep, essay editing, extracurricular planning, etc)

ASC will call you in three (3) days or less with a contract update and prospective Tutor match.

Designated Tutor Matches will also confirm the start date and times for the selected tutor package hours. ASC will also send a confirmation email after your verbal consent.

POSTPONEMENTS/CANCELLATIONS:

- **A minimal 24 HOUR NOTIFICATION of a postponement, reschedule or cancellation is required.**
- Failure to provide advance notice and/or a "no-show" will result in a fee equal to 1 hour of tutoring time. It is the student's responsibility to attend class on time. There will be no make-up time for the delay. In other words, you will be charged for the full tutoring session regardless of whether or not you arrive on time.
- We take pride in providing the best tutor; however, you may request to change the tutor with good reason.

METHODS OF PAYMENT

Check or money order. Enclosed find payment in the amount of \$ _____

(Checks must be drawn from a United States bank and must have the bank name imprinted on the check. Please make your check payable to "ASC")

Charge Card (Select one): VISA MASTERCARD DISCOVER

CARDHOLDER NAME (PLEASE PRINT): _____

SIGNATURE: _____

CARD NUMBER: _____ EXPIRATION DATE: _____

BILLING ADDRESS: _____

I authorize the above named business to charge the card indicated in this authorization form according to the terms outlined above. This payment authorization is for the services described above, and for the amount indicated above. I certify that I am an authorized user of this card and that I will not dispute the payment with my card company so long as the transaction corresponds to the terms indicated in this form.

Cash, US Traveler's Checks, Bank Draft, or Wire transfers.

Account Name: ISSC Management, Inc.

Account # 0046 4863 2179

Bank Name and Address: Bank of America, 100 Federal Street, Boston, MA 02110

Bank of America ABA# 011000138

I understand and accept the terms of the ASC Private Tutor agreement.

Print Name: _____

Signature: _____

Date: _____



ASC Private Tutoring Interview Sheet

Request by Parent/Student:

Subject Focus: _____

Available time/schedule:

Mon, Tue, Wed, Thu, Fri, Sat, Sun

Preferable: _____

AM: _____

PM: _____

Location: _____ Traveling: _____

Special Request for the Lesson:

Subject: _____

Test Preparation: _____

Academics: _____

Subject List: _____

Material List: _____

Signed by: _____ **Office Administration:** _____