



## Parent - Student Contract

Quest for Knowledge Tutoring Service LLC appreciates your business. We pride ourselves on the high quality of services we offer to our clients, and would be happy to discuss any questions or comments you may have after reading the following contract. Our hours of operation are Monday through Saturday 9:00am - 7:00pm.

1. A parent or adult (over the age of 21) must be on the premises during at-home tutoring sessions. (The waiver form must be signed before the student begins services if the student is under 21 years of age.) The Student Information Form must also be completed before services begin. The Student Information form will assist us with making sure students are picked up from the library promptly.
2. The tutor's hours are submitted at the end of each month. The Program Coordinator /Program Manager will call to confirm the times with the parent.
3. A tutoring session must be cancelled at least 24 hours prior to the scheduled time. If proper notification is received, the responsible party may reschedule the session. If proper notification is given, the responsible party will receive a credit for that session.
4. If the parent request that the tutor contact the student's schoolteacher on a regular basis or corresponds with the teacher (by email, notes or phone) this service is free.
5. If the parent or guardian is more than 15 minutes late in dropping off or picking up the student from a tutoring session, the parent, or guardian will be charged \$10.00 every 15 minutes thereafter.
6. Sessions will begin after the first full month of service is paid in full (unless other arrangements have been made with the Program Coordinator and/or Program Manager). A paid invoice will be mailed or e-mailed to the parent or guardian monthly for hourly tutoring sessions. To continue with our service after the first month, payment must be received by the 1<sup>st</sup> of each month thereafter if services are to continue. Payments can be made by PayPal services online by credit card (e.g. Visa, Master Card, and American Express). Payments made by check, or money order must be made out to Quest for Knowledge Tutoring Service LLC. If a check is returned for non-sufficient funds, an additional \$25.00 will be charged.
7. If for any reason you are not satisfied with the our services, please contact us directly at (757) 848-5900 to advise us of the problem.
8. List of prices for service requested:
  - \$30.00 one-time Processing Fee
  - \$50.00 per hourly In -home Tutoring Session
  - \$40.00 per hourly White Board Tutoring
  - \$80.00 Pre & Post Assessment Test – Math
  - \$80.00 Pre & Post Assessment Test – Language Arts
9. Payment can be made securely on-line at <http://www.gktutoring.com/ContactUs.html> through PayPal or mail check or money order to:

Quest for Knowledge Tutoring Service  
P. O. Box 8163  
Yorktown, VA 23693

\*\*Quest for Knowledge Tutoring Service LLC \*\* P.O. Box 8163 \*\* Yorktown, VA 23693 \*\* (757) 848.5900\*\*  
\*\*Fax (757) 224.4557\*\*[www.gktutoring.com](http://www.gktutoring.com)\*\*[customerservice@questforknowledgeutors.com](mailto:customerservice@questforknowledgeutors.com)\*\*