



TUTORING CONTRACT

“VTS Where Students Matter”

OUR MISSION & COMMITMENT

Our mission is to support students and promote educational growth. By increasing cognitive functions and stimulating fundamental knowledge in challenging subject areas. While encouraging students to strive to reach their maximum mental capabilities. VTS’s goal is to help each parent/guardian and student identify what strategies empower them to the best of their ability. Each individual involved is asked to commit to work effectively for the student to study outside of servicing hours. In order to assist the student, create attainable goals, VTS will inquire about educational and career goals for the student’s future. In addition, identify the tutee’s learning style(s), then suggest and provide educational instruction/support study skills, and other tools upon which they will build to become independent lifelong learners. In accordance I agree to Receive mobile tutoring services from Victoria’s Tutoring Service LLC (with this TUTORING CONTRACT which is effective as of:with the terms, Parent(s)/Guardian(s) (hereafter will be identified as “parent”)

(Student Printed Full Name)

(Parent’s Printed Full)

Address: _____

Parent Telephone Number _____

Email: _____

**I want to have _____ hour(s) of Tutoring, per week from VTS for my student.
At...{My-home __, Library __, On-site __} On: Mon __. Tue __. Wed __ Thurs __**

(Parent’s Signature)

(Student Signature)

Date: _____



Victoria's Tutoring Service LLC
TUTORING CONTRACT
VTS Agrees To

- A. Communicate with the parents and/or tutee on a regular basis.
- B. Require our highly qualified tutors and staff have proper current background clearances, certifications/expertise, and experience in tutoring.
- C. Provide programs that are designed to remediate and enrich the student's learning process and guidance in understanding the academic materials by providing examples, explanations, and practice using a variety of methods to meet their needs.
- D. Assist in, but not to complete, the student's assignments, projects, papers, or tests.

Student agrees to:

- A. Participate and cooperate with the tutors and the center's regulations and to dress appropriately.
- B. Be responsible for their own grades by doing the following: Gathering all information for their own assignments. Completing their homework, large projects, papers, and tests on their own. Following the standards set by their teachers in turning their assignments correctly, on time, and taking the proper steps to ask for help from those who are involved to help with their education.
- C. Provide drafts of school and tutoring assignments upon tutor request.

Parents agrees to:

- A. Be available by phone during a tutoring session if a concern arises and to be clear how you prefer follow-up after each session.
- B. Monitor their student's progress and communicate with the school on a regular basis.
- C. *Keep the integrity of your student's grades by having your student complete their own work at all times.*



Addendum

Tutor Services. All tutors/staff contracted by *Victoria's Tutoring Service* are contractually obligated to refuse solicitation for private tutoring for a period of **two** years following the discontinuation of their services with *Victoria's Tutoring Service*. Therefore, parents understand and agree not to solicit our tutors for tutorial/academic services outside of *Victoria's Tutoring Service* for **two** years following their employment at *Victoria's Tutoring Service*.

Choice of Law. This Tutoring Contract shall be construed in accordance with the laws of the Commonwealth of Pennsylvania and shall constitute the entire agreement between the parties unless a written addendum is signed by both parties. The laws of the state of Pennsylvania shall govern the validity of this Contract, the construction of its terms and the interpretation of the rights and duties of the parties hereto.

Waiver. Waiver by one party hereto of breach of any provision of this Contract by the other shall not operate or be construed as a continuing waiver.

Nondiscrimination in Services. We provide quality educational services to all clients without regard to race or nationality, religious creed, disability, gender, or age. Services shall be made accessible to eligible persons with disabilities through the most practical and economical methods available.

Contract Revision. The TUTORING CONTRACT is subject to change if the student's or tutoring location needs change. Victoria's Tutoring Service holds the right to revise the tutoring contract at any given time.

_____ (Date) _____
(Parent/Guardian Signature)

_____ (Date) _____
(Parent/Guardian Signature)

_____ (Date) _____
(Victoria's Tutoring Service Staff Signature)



Photo Release

Form for Minors
(if under 18)

Victoria's Tutoring Services LLC and its affiliate (Victoria Urban Outreach Tutoring Services) has my permission to use my or my child's photograph publicly to promote Victoria's Tutoring Services LLC. I understand that the images may be used in print publications, online publications, presentations, websites, and social media. I also understand that no royalty, fee or other compensation shall become payable to me by reason of such use.

Child's Name: _____

Parent/Guardian's signature: _____ **Date** _____

Parent/Guardian's Name: _____

Parent/Guardian's signature: _____ **Date** _____

Parent/Guardian's Name: _____



LETTER TO DISCONTINUE SERVICES

We value your comments and opinions and would appreciate your feedback on a regular basis. We are always open to improving and want to offer you the best service possible.

Please provide TWO WEEKS notice in advance so that we may collect any loaned materials and have time to schedule a final conference with the student and parent(s) at the conclusion of our services.

Forms should be completed and returned to the student's tutor or the Director of Victoria's Tutoring Service LLC.

I wish to have _____ attend his/her regularly scheduled appointments until _____. We have allowed two week's notice's before termination of this agreement according to the TUTORING CONTRACT.

I/We will enclose with this letter with the completed Tutor Evaluation Survey. I understand that my signature below indicates that the enclosed forms will be returned to *Victoria's Tutoring Service LLC* including any outstanding balance to be paid for the next two weeks.

The reason(s) for our termination of services are indicated below:

Please understand that we value your opinion and your feedback is important to us. Your feedback will be used to improve the services offered at Educational Breakthroughs. If you wish to offer any comments regarding your experiences with us, please use the space below.



We have enjoyed working with you and your child. You will both be missed. Student's Name:

Reason Tutored:

Parent's Signature: _____

Date: _____