



# Texas Educational Consultants Contact Information Form

## PAYMENT POLICIES:

- ❖ We require a valid credit card on file before your first appointment – even if you don't plan on paying with this method. Please note: Due to processing costs, there is a small fee included if paying with your credit card.
- ❖ Payment is due at the beginning of the month, for the month, or at the beginning of the session if there are no other sessions planned. We accept cash, checks or credit cards. If payment is not given before the session, TEC will automatically charge the credit card on file.
- ❖ Non-payment for any reason will result in legal action, including the turnover of unpaid invoices to a debt collector.
- ❖ TEC Tutoring Rates are as follows:
  - One on One Tutoring (**Elem/Middle School**) \$45 per hour
  - One on One Tutoring (**H.S. level courses**) \$50 per hour
  - Essay Coaching and Editing \$80 for two sessions
  - Academic Organizational Planning \$65 per hour (includes supplies)
  - College/Career Counseling \$75 per hour
  - Reading Assessment \$75 per hour
  - Summer ACT/SAT Prep Class 4 Days see website for costs
  - School Year ACT Prep Class 6-8 Wks. \$50 deposit to hold spot, \$375 (due first class)
  - School Year SAT Prep Class 6-8 Wks. \$50 deposit to hold spot, \$400 (due first class)
  - After Hours & Weekend Fee (**Sat-Sun**) \$10 (in addition to hourly rate)

Student(s): \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Reason for tutoring: \_\_\_\_\_

Parent/Payee Name: \_\_\_\_\_

Relation to Student: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name on card: \_\_\_\_\_

Address: (if different from above): \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiration: \_\_\_\_\_ Code: \_\_\_\_\_

- Please charge my card per session  
 I will send cash/check per session

- Please charge my card at the beginning of each month