

PAYMENT POLICIES:

- ❖ 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.
- ❖ 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.
- ❖ **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	\$120 includes follow up session
➤ 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/SAT Prep Class 6 Wks.	\$50 deposit to hold spot, \$400 (due first class)
	<i>*(Pricing subject to change)</i>

Student(s): _____

Cell Phone: _____ Email: _____

Reason for tutoring: _____

Parent/Payee Name: _____ **Relation to Student:** _____

Address: _____ City, ST, Zip Code: _____

Cell Phone: _____ Email: _____

Name on card: _____

Address: (if different from above): _____ Zip Code: _____

Card Number: _____ Expiration: _____ Code: _____

- Please charge my card per session
- Please charge my card at the beginning of each month
- I will send cash/check per session (If I fail to provide payment my card on file will be charged)

To Schedule your next appointment, please visit WWW.TECTEXAS.COM for more information, give us a call!
We Look Forward to serving you!

SCHEDULING POLICIES:

- ❖ **Cancellations:** We Require an **8-hour cancellation notice** for all appointments or you will be charged for the session.
- ❖ **No Shows:** Not showing up for any reason is considered an attended session and will be charged accordingly.
- ❖ **Late Arrival:** If a student arrives late for their session, we will do everything we can do to accommodate his/her full hour as long as there isn't anyone scheduled immediately after the appointment. If the tutor is not able to accommodate, you are still responsible for payment of the entire hour. In the rare event that we are late, we will work the entire hour or make it up at no extra charge.
- ❖ Frequent tardiness, late cancelations and no shows will result in permanent termination of our services with your student. We work from a waiting list of people needing our services. This is only fair to them and to our tutors. Everyone's time is valuable.

Parent/Guardian Printed Name

Parent/Guardian Signature

RELEASE OF LIABILITY:

I hereby agree to be responsible for the conduct and actions of my child/children and to release Texas Educational Consultants (TEC) from any claims and demands that may occur during participation in any TEC session held on or off premises.

Furthermore, I agree to release TEC and its employees and will hold them harmless from any liability which may arise from incidents or accidents involving my child/children and myself while on TEC premises, to the extent allowed by law.

Parent/Guardian Printed Name

Parent/Guardian Signature

Child/Children's Name(s)

Date