



@BENTLEY CENTER CONTRACT

In order to ensure the success of the tutoring relationship, Aspire Education Project has developed some guidelines for tutors, students and parents to follow. Please review the following policies, fill out the blanks where appropriate and sign at the bottom. *We need to have this completed Contract, the Student Registration Form, and an Upfront Deposit (or pre-payment for Supervised Study) before tutoring can begin.*

YOUR COMMITMENT

SCHEDULING (for one-on-one tutoring):

- All one-on-one tutoring sessions shall be scheduled with the Client Services Manager. Please keep us informed about changes in your schedule and notify Aspire Education Project or your tutor as soon as possible if a session must be rescheduled. We will do everything we can to accommodate you. However, cancellation or rescheduling done within 24 hours of a session will be billed at the normal rate.
- Please be punctual! If you are running late, you may ask the tutor to wait for you as long as the scheduled session time but the tutor is free to leave after fifteen minutes if he or she has not received communication from you.
- Sometimes students and tutors require more than the scheduled time to complete an assignment or task. Tutors will only stay beyond the scheduled session length with approval from the parent or guardian. Please select the maximum number of minutes sessions may extend beyond the scheduled length without any further consultation. zero 15 30 45 60 unlimited

PREPARATION:

- To make adequate progress and ensure eventual success a student must come to each tutoring session with all required materials and awareness of class assignments.
- If the student is unprepared, the session may be reduced in length or cancelled at the discretion of the tutor and will be billed at the normal rate.
- Be committed. We will achieve the best results when all parties—student, parents, and tutors—are fully committed to this process before you begin your program.

COMMUNICATION:

- Although Aspire Education Project has an extensive hiring and training process, we cannot guarantee results. Effective communication is essential to achieving your child's educational goals.
- If you are at any time dissatisfied with our services, please notify us so that we can make appropriate changes of personnel or techniques. We welcome the opportunity to improve our services, but we can't fix something that is bothering you unless we know about it.

PAYMENT AND SERVICES:

Supervised Study: Aspire requires that supervised study be paid in advance by the trimester. Payment is due when the student begins. Supervised Study is \$70/week: this covers unlimited drop-in at the after-school center on Mon., Tues., and Thurs. from 3:30-5:30 PM and during Flex periods Wed. and Fri. from 10:00-11:30 AM

September -November: Your prepayment will be: weekly rate \$70 x _____ weeks = \$ _____

December - February: Your prepayment will be: weekly rate \$70 x _____ weeks = \$ _____

March - June: Your prepayment will be: weekly rate \$70 x _____ weeks = \$ _____

Aspire Education Project is a nonprofit serving East Bay schools and families.

Main Line: 510-658-7500 (M-Th 9am-8pm, F 9am-5pm) · Fax 510-452-1727

PO Box 10083 · Oakland, CA 94610 info@aspireeducation.org · www.aspireeducation.org

Daily Family Communication: If you would like, we can send daily emails to you with an update of your child's progress in Supervised Study. This plan must be paid in advance by the trimester.

September -December: Your additional prepayment will be \$20 x _____ weeks = _____

January - March: Your additional prepayment will be \$20 x _____ weeks = _____

April - June: Your additional prepayment will be \$20 x _____ weeks = _____

1-1 Tutoring:

- You will be billed at a rate of \$60/hour for one-on-one tutoring sessions at Bentley.
- For tutoring to begin, Aspire requires an upfront deposit the estimated equivalent of one month's fees. To calculate the amount of your upfront deposit, multiply:

$$\$60 \times \text{Session Length: } \underline{\hspace{2cm}} \times \text{Number of Sessions/week: } \underline{\hspace{2cm}} \times 4 = \$\underline{\hspace{2cm}}$$

When you are through with Aspire's services, your deposit will be applied to your *last invoice*. If your last month's invoice is less than the deposit paid initially, you will receive a reimbursement check. If the last month's invoice is more than your deposit, you will receive a final invoice with the balance due.

- You will be billed monthly for services rendered the previous month. Bills are usually mailed by the 5th of the month and are due on the 25th. If your bill is not paid by the 28th of the month, tutoring may be suspended until payment is received.
- Please select your preferred billing method: email only (PDF) US Post only

Payments in the form of check or money order should be sent to PO Box 10083, Oakland, CA 94610. Credit Card payments can be made through PayPal by visiting our website. Please note that PayPal payments are subject to a 3% processing fee.

OUR COMMITMENT

TO PROVIDE:

- Knowledge of subject matter or standardized tests
- Principles of study skills and testing strategies that will serve your student throughout the remainder of her or his academic career
- Empowering experiences, emphasizing the presence of options and the ability to maximize one's performance through smart choices
- Clear explanations with reinforcement as needed
- Regular consultations to strategize, problem solve, update you on progress and advise you of your options
- Honest evaluations and statements of expectations
- Pleasant and professional interactions at every step of the way

OUR TUTORS:

Aspire tutors are individually responsible and liable for their conduct while working with your child. We screen them based on their knowledge, experience, professionalism and personality. We thoroughly check references, and all tutors are cleared through the FBI and DOJ.

By signing this contract you agree to the above terms and confirm that you understand and agree that Aspire cannot be held liable for the conduct of tutors.

Parent/Guardian Name (print)	Signature	Date
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Student Name (print)	Signature	Date
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Student Registration Form

Date: _____

Student Information	First Name	Last Name
	Email	Cell Phone
	School	Grade
	Status <input type="checkbox"/> New to program <input type="checkbox"/> Returning to program	

Billing Parent or Guardian Information	First Name	Last Name
	Relationship to student:	
	Email	Cell Phone
	Home Phone	Work Phone
	Street Address	
	City	Zip

Other Parent or Guardian Information	First Name	Last Name
	Relationship to student:	
	Email	Cell Phone
	Home Phone	Work Phone
	Street Address	
	City	Zip

Tutoring Interests	<input type="checkbox"/> Supervised Study @Bentley Center <input type="checkbox"/> Family Communication @Bentley Center <input type="checkbox"/> 1-1 Tutoring @Bentley Center: _____ <input type="checkbox"/> 1-1 @Home Academic Tutoring <input type="checkbox"/> Test Prep SAT/ACT/ISEE/PSAT/Other (circle one)
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What would you like to see your child accomplish with us? (Check all that apply.)	
<input type="checkbox"/> Improved study skills <input type="checkbox"/> Note taking <input type="checkbox"/> Organization <input type="checkbox"/> Exam preparation <input type="checkbox"/> Time management <input type="checkbox"/> Other: _____ <input type="checkbox"/> Completion of assignments	<input type="checkbox"/> Better grasp of specific content/skills <input type="checkbox"/> Math: level _____ <input type="checkbox"/> Science: level _____ <input type="checkbox"/> History: level _____ <input type="checkbox"/> Foreign language: _____ <input type="checkbox"/> Writing <input type="checkbox"/> English <input type="checkbox"/> Other: _____

Course Information		
Period	Subject	Teacher
1		
2		
3		
4		
5		
6		

General Information
What subjects does the student enjoy the most?
What subjects does the student enjoy the least?
What are the student's non-academic interests or favorite activities, hobbies etc?
Is there anything else you would like us to know about the student?

Previous Tutoring History
Type of tutoring <input type="checkbox"/> one-on-one <input type="checkbox"/> group study <input type="checkbox"/> other
Subjects and hours per week:
Dates and duration of previous tutoring:

How did you find out about Aspire Education Project? (Please include the name if this was a referral.)