



## SUPERVISED STUDY CENTER CONTRACT: BENTLEY UPPER SCHOOL

Supervised Study is a drop-in study center at Bentley Upper School, where students are given a quiet and academically-focused space for completing work. Students with a Supervised Study membership have unlimited access during the hours of operation. The study space is supervised by an Aspire Education Project Coordinator who is trained to maintain a dynamic academic environment, provide support in various academic subjects, and to develop important student skills for long-term success, including organization methods, study-skills, note-taking, reading strategies, and pre-writing skills.

In order to ensure the success of the Supervised Study experience, Aspire Education Project has developed some guidelines for tutors, students and families 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 a Pre-payment before the student can begin.*

### YOUR COMMITMENT

#### PREPARATION and STUDENT EFFORT:

- Students are encouraged to maximize use of Supervised Study by coming as often as possible and checking in regularly with the Supervised Study Coordinator.
- To make adequate progress and ensure eventual success, a student must come to Supervised Study sessions with all required materials and awareness of class assignments.
- 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.

#### BENTLEY UPPER SCHOOL: SCHEDULE

Supervised Study will correspond with the Bentley Upper School regular schedule, as follows:

Mondays, 3:30-5:30pm

Tuesdays, 3:30-5:30pm

Wednesdays, 10:00-11:30am

Thursdays, 3:30-5:30pm in Room 13

Students are encouraged to attend as often as they can, given their own needs and any scheduling irregularities at Bentley (such as BAL, minimum days or closures).

**PAYMENT and SERVICES:**

Aspire requires that Supervised Study be paid in advance by the trimester. Payment is due when the student begins. Supervised Study at Bentley Upper School is \$70/week: this covers unlimited drop-in at the after-school center.

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 = \$ \_\_\_\_\_

- At the end of each trimester, you will have the option to renew the Supervised Study and post a prepayment for the semester to come.
- We honor cancellations of service at any time. Should you decide to withdraw from Supervised Study, you will be refunded the remaining, prorated portion of your pre-paid balance.
- 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.

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

Date: \_\_\_\_\_

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

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

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

<b>Tutoring Interests</b>	<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: _____

<b>Course Information</b>		
<b>Period</b>	<b>Subject</b>	<b>Teacher</b>
1		
2		
3		
4		
5		
6		

<b>General Information</b>
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?

<b>Previous Tutoring History</b>
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.)



**We want to expedite this paperwork process.  
Please check over this contract once more.**

Did you remember to...

- Take note of our drop-in Supervised Study Hours at Bentley Upper School?
- Submit a prepayment for the trimester?
- Tell us how you would like to receive your bills (email PDF or postal service)?
- Sign and date the Contract Form?
- Fill out our Student Registration Form?

This is optional if you have previously worked with Aspire Education Project, and no relevant information has changed.

**Thank you! We look forward to providing you with exceptional service.**