

Tutoring Contract

Effective July 1, 2025-June 30, 2026

As Aligned Tutoring & Test Prep LLC has grown over the last ten years, it has become necessary to have each client sign a contract to ensure all expectations are being communicated clearly and effectively. It is my hope that this contract will help my business run smoothly for the many students I serve. Over the last 10 years, Aligned Tutoring & Test Prep LLC has grown to a client base of over 55 actively enrolled students who come through the doors each week, with an ever-growing waiting list. I currently offer 7 different weekly small group classes, homeschooling, and private tutoring in over 35 different subject areas.

Please review the policies in this contract with your student to help ensure your student is aware of the policies and expectations.

Please don't hesitate to contact me with any questions or concerns.

--Kristen

Pricing: Individual tutoring is \$120 per hour with a one-hour minimum.

All small group tutoring will remain at \$40 per hour per student.

You may coordinate with Kristen directly to split the cost of an hour of individual tutoring with another student of your choosing. Groups of 3 or more are subject to the small group tutoring rate of \$40 per hour per student.

Payments: Payment is required at the time of service rendered.

Families who purchase 4 or more tutoring sessions per week may pay weekly. All payments are due by Friday at 5pm. An invoice will be sent on Thursday of each week.

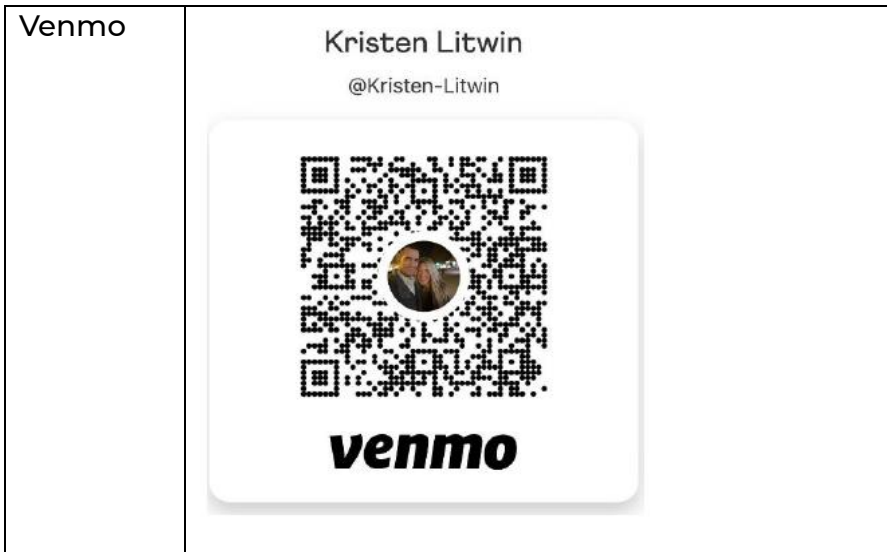
Late payments: Payments that are more than 24 hours late will be subject to a \$10 service fee for every day that they are late. Clients with 3 late payments in a contractual year will be terminated.

Payment Options: Aligned Tutoring & Test Prep LLC accepts the following payment options:

Method:	Details:
Cash	
Check	Make checks payable to: Kristen Litwin

Tutoring Contract

Effective July 1, 2025-June 30, 2026



Tutoring Location: All tutoring sessions are held at my office at 200 Lake Avenue in Saratoga Springs, NY or remotely on Zoom. There is always an option for students to attend any lesson on Zoom—coordinate with Kristen directly.

Cancellation policies:

- **Small group classes:** There are make-up options available for students who need to miss a small group class—coordinate with Kristen directly. There are also Zoom recordings of each SAT class posted on Google Classroom. Please allow at least 2 hours' notice if you have booked a small group class that you cannot attend.
- **Individual tutoring sessions:** You are responsible for paying for the time that you have booked each week. Students will be permitted 2 cancellations per school year without charge. Clients will be billed for any additional cancellations that arise throughout the school year. If you need to change or cancel your tutoring time, please contact Kristen directly. The more notice you provide regarding an upcoming schedule change, the more likely it is that the lesson time can be filled by another student. If I am able to fill your tutoring time, you will not be required to pay for the cancelled lesson. While every effort will be made to accommodate your scheduling change, you are responsible for paying for that lesson time until the space can be filled. Failure to pay for the missed lesson will result in termination of contract.
- **Refunds and Make-Up Sessions:** Most small group classes have make-up options built into the course schedule, and there are Zoom recordings of my SAT classes available on Google Classroom.
- If Kristen has to cancel a lesson or class unexpectedly, she will make every effort to give 24 hours' notice, and she will offer an option for a make-up lesson when possible. In the event that she is unable to provide any options for a make-up lesson or class, a refund will be provided for any pre-paid lessons.

Tutoring Contract

Effective July 1, 2025-June 30, 2026

Illness Policy: Do not send students to in-person tutoring if they are sick with a communicable illness. Students showing symptoms of illness will be sent home and billed for the lesson. There is always an option for students to attend lessons via Zoom if they are feeling unwell. Please do your part to keep everyone healthy this school year.

Pick Ups and Drop Offs: Students should not arrive more than 10 minutes before their scheduled lesson without explicit permission from Kristen. Students are expected to wait quietly in the waiting area before their lesson so as to not disrupt lessons in progress. Students who are repeatedly disruptive to other student's learning may have their tutoring contracts terminated. Students are expected to be picked up from their lesson at its conclusion. If there is an emergency resulting in a need for an early drop-off or a late pickup, contact Kristen directly to coordinate. This may not be able to be accommodated.

Students who are dropped off more than 10 minutes early before a lesson or picked up more than 10 minutes late without explicit permission from Kristen more than 2 times in an academic year will have their tutoring contract terminated. Unsupervised children present a liability for my business.

Disruptive Behavior: My tutoring facility is a quiet place of learning free from distractions. Please enter quietly through the entrance off of the driveway on East Avenue and wait in the designated waiting area until you are called for your lesson to begin. No need to knock as Kristen will be engaged in other lessons until the start of the next lesson. Please silence your phone and keep conversation to a minimum to avoid disrupting lessons in progress.

Eligible Students: Aligned Tutoring & Test Prep LLC is currently enrolling students in grades 7-12. Students in grades 3-6, college students, homeschool students, and GED seekers may be considered on a case-by-case basis. Students must be able to adhere to the expectations in this contract in order to receive in-person tutoring at our facility. If a student is unable to remain on-task for a 60-minute lesson with occasional "brain breaks", they are not ready to receive in-person tutoring with Kristen. Reasonable accommodations will *a/ways* be made for students with learning disabilities, attention deficit disorders, autism spectrum disorders, IEPs, and/or 504 plans. It is immensely helpful if you can provide Kristen with copies of any current behavior intervention, IEP, or 504 plans, so she can work to best meet your student's needs. Please contact her directly if you anticipate any concerns regarding your student's behavior or attention span.

Dogs: Kristen has two dogs that occasionally join her at the office depending on the schedule for the day. She has had therapy dogs in her previous classrooms, and it has been a positive experience for the students. As with any living thing, it is expected that students treat the dogs with respect. If your student has any concerns about the dogs being present, or if he or she has any allergies, please let Kristen know.

Tutoring Contract

Effective July 1, 2025-June 30, 2026

Please fill out one contract per enrolled student:

Student Name: _____

Student signature (to acknowledge that the student is aware of the policies in this contract):

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Parent/Guardian Phone number: _____

Parent/Guardian Email: _____ Date: _____

Please circle if you are interested in **SUMMER** and/or **ACADEMIC** Tutoring

How many sessions per week are you looking to schedule: Summer: _____ Academic: _____

Summer 2025 tutoring begins the week of July 7th

Academic 2025-2026 tutoring begins the week of September 8th