

**Mark L. Chance**  
**6625 Clemson**  
**Houston, Texas 77092**  
**281 224 9260**  
**MarkChanceTutoring@gmail.com**

### **Agreement for Tutoring Services**

This Agreement is made between \_\_\_\_\_ (hereafter Client) and Mark L. Chance (hereafter Tutor). Tutor is a independent contractor who provides tutoring services for students in grades K through 12. Services are provided on a fee for service basis.

*Type of Tutoring (Circle One):* In-Home      Group

*Tutoring Subject(s):* \_\_\_\_\_

*Student Name:* \_\_\_\_\_ (hereafter Student)

*Student Grade Level:* \_\_\_\_\_

*Student Date of Birth:* \_\_\_\_\_

*Student School:* \_\_\_\_\_

*Parent/Guardian Name:* \_\_\_\_\_

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

*Phone:* \_\_\_\_\_

*E-Mail:* \_\_\_\_\_

### **Work Hours/Days**

Tutor is available Monday through Friday for the hours agreed upon by Client and Tutor. Tutor is not available on Catholic holy days of obligation that fall on Monday through Friday.

### **Fee for Services**

The first hour of tutoring services is free. Hour Two and Hour Three are at the rate of \$ \_\_\_\_\_ (half agreed upon full rate) per 60-minute session.

Starting with Hour Four, Tutor extends to Client the rate of \$ \_\_\_\_\_ per 60-minute session. Payment for the month is required on the first tutoring session of each month. Payment may be made by personal check, cash, or PayPal to MarkChanceTutoring@gmail.com.

## Initial Sessions

Hour Two is scheduled for \_\_\_\_\_ at \_\_\_\_\_. Hour Three is scheduled for \_\_\_\_\_ at \_\_\_\_\_. Payment for Hour Two and Hour Three are due at the beginning of each session.

For the partial month of \_\_\_\_\_, \_\_\_\_\_ hours starting with Hour Four are scheduled.

Payment Due for Initial Sessions: \$ \_\_\_\_\_ (Hour Two and Hour Three, paid at the start of each hour) plus \$ \_\_\_\_\_ for partial month, due at the start of Hour Four.

## Full Schedule

Full schedule starts with Hour Four. Student will be scheduled from \_\_\_\_\_ to \_\_\_\_\_ on the following day(s) of each week: \_\_\_\_\_.

Total Hours/Month: \_\_\_\_\_

Total due on the first tutoring session of each month starting \_\_\_\_\_: \$ \_\_\_\_\_

## Scheduling Sessions

To ensure that Client's time is respected, as well as the time of Tutor, appointments shall begin promptly at their scheduled time.

It is mandatory that a parent or guardian (minimum 18 years of age) be present at all tutoring sessions. If the parent or guardian must leave during a session, Tutor must also leave, and Client will be charged for a full session. \_\_\_\_\_ (Client initials)

## Cancellations

Cancellation of a tutoring session for any reason must be made by phone call (281 224 9260), text, or e-mail (MarkChanceTutoring@gmail.com) at least 24 hours in advance of the scheduled session. Tutor will acknowledge the cancellation and the time it was received. \_\_\_\_\_ (Client initials)

Sessions will not be rescheduled for Client canceling less than 24 hours in advance of a session. No make-up sessions are allowed for group tutoring. \_\_\_\_\_ (Client initials)

If 24-hour notice is provided, a One-On-One Tutoring Client sessions will be rescheduled in a way that best meets the schedules of Client and Tutor. \_\_\_\_\_ (Client initials)

## Obligations of Tutor

1. Tutor structures sessions to optimize time to benefit Student.
2. Tutor shall keep Client informed of Student progress in writing on a weekly basis.
3. Tutor shall keep confidential Student's information. Tutor shall contact other parties involved in the education of Student only if given written permission by Client to do so.

## **Obligations of Client/Student**

1. Client/Student shall assist Tutor in identifying problem areas in which Student needs specific tutoring.
2. Client/Student agrees to be prepared for each session and to provide necessary materials for each tutoring session (e.g., books, notes, calculator, paper, et cetera).

## **No Warranties**

While Tutor is confident in his skills and has nearly two decades experience as a professional educator, Tutor makes no promises or warranties regarding Student's performance as a result of any tutoring provided.

## **Payment Refunds**

All payments received are non-refundable.

## **Termination**

Either party may terminate this agreement by giving 7 days prior written notice to the other party.

*Nota Bene:* Either Client or Tutor may terminate this agreement before the start of Hour Four without abiding by the 7 days prior written notice clause.

## **Entire Agreement of the Parties**

This agreement supersedes any and all agreements, either oral or written, between the parties with respect to the rendering of services by the Tutor and contains all of the representations, covenants, and agreements between the parties with respect to the rendering of those services. Any modification of this agreement will be effective only if it is in writing signed by both parties.

\_\_\_\_\_  
*Client Signature*

\_\_\_\_\_  
*Tutor Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date*