



PRIVATE TUTORING TERMS & CONDITIONS:

Getting Started: After you have purchased a block of 10 hours, I will start the search for an appropriate tutor. This process may take up to a week, but often requires less. Your tutor's availability may change after a period of time, in which case At Home Academy will find a suitable replacement tutor.

Customer Accounts: Your account will be debited at the end of each week for all time the tutor spends with your child. Occasionally this may include some preparation time or extra session time beyond your regularly scheduled sessions. If you do not wish to be billed for overtime, please notify us by e-mail or telephone before your first session, and we will instruct your tutor to end the sessions at the regularly scheduled time.

Replenishing your account: I will let you know when your account has been debited for another 10 hours of tutoring via your credit card.

Cancelled Sessions: If you must cancel/reschedule a session, we ask that you provide at least 24 hours notice to your tutor, otherwise your account will be debited for one hour of tutoring.

Supervision: A parent or responsible adult *must always be present* in the home during the tutoring sessions if the tutoring session is held in a private home or location specified by you.

I have reviewed and agree to these terms and conditions:

Signature of Parent or Legal Guardian

Date Signed

Name (please print) of student

E-mail address and cell

Here's How Credit Card Payments Work:

You authorize charges to your Visa, MasterCard, American Express or Discover card. You will be charged when your tutor account is out of tutoring hours. You will be charged for the total amount due for that period. A receipt will be emailed to you and the charge will appear on your credit card statement. You will not be charged until your hours run out and only for the agreed upon amount. You may cancel at any time.

Please complete the information below:

I _____ authorize **At Home Academy** to charge my credit card
(full name on credit card please print)

indicated below for payment of my **tutor/test prep hours**.

I understand that I will receive advance notice of the charge via email. Please print

Billing Address _____

Phone# _____

City, State, Zip _____

Email _____

Account Type: Visa MasterCard Amex Discover

Cardholder Name _____ Please print

Account Number _____

Expiration Date _____ Zip Code _____

SIGNATURE _____

DATE _____

I authorize the above named business to charge the credit card indicated in this authorization form according to the terms outlined above. If the above noted payment dates fall on a weekend or holiday, I understand that the payments may be executed on the next business day. I understand that this authorization will remain in effect until I cancel it in writing, and I agree to notify the business in writing of any changes in my account information or termination of this authorization at least 15 days prior to the next billing date. This payment authorization is for the type of bill indicated above. I certify that I am an authorized user of this credit card and that I will not dispute the scheduled payments with my credit card company provided the transactions correspond to the terms indicated in this authorization form.