



## Payment and Attendance Policies- Tutoring

**Tutoring** is very different than attending a class. In a tutoring situation, the student comes prepared to ask questions, and to receive instruction based on materials he/she is already studying. Perhaps the student will use this time for reviewing vocabulary, further grammatical explanations or practice, reviewing quizzes, or homework, or conversing in Spanish. The instructor comes to these sessions without preparing a “lesson.”

**1) Payment:** All punch cards and pre-arranged tutoring services must be purchased in advance of the first tutoring session.

Purchase 4 hours for \$150.00= (37.50/ hour)

Purchase 1 hour at a time for \$45 each hour.

**2) Pay Pal:** SFL encourages all payments to be made on-line through PayPal, a secured site. Go to: [www.spanishforlife.org](http://www.spanishforlife.org) and scroll down to the bottom “pay here” tile for convenient payments.

**3) Checks:** If a student needs to write a check, use the following information to mail it:

**Spanish For Life, 2620 S. Parker Rd. Suite 150, Aurora, Co. 80014**

**4) Refunds:** No refunds are available for pre-paid tutoring services. Students are required to finish their pre-arranged hours of instruction, and may schedule them with the instructor to complete their hours. If they cannot re-schedule, they forfeit their hours and no refund is available.

**5) Absences:** If a student must cancel due to an unforeseen circumstance, the student must cancel 24 hours ahead of the scheduled lesson. If a student suddenly becomes ill, a courtesy phone call is acceptable at least 4 hours ahead of the lesson. If the student does not show up for the pre-scheduled lesson and does not contact the instructor within the required time frames, the student will forfeit that lesson and have used “a punch” on their card.

### ***A note about weather:***

***We have fickle weather in Colorado. Unless there is a blizzard, severe storm warnings, accidents and extreme weather, tutoring will be as scheduled! If it is snowing, raining or a typical “yucky but drivable day,” we will still have a tutoring session! ☺***

*If a tutoring session is cancelled, you will receive an email and a follow-up phone call.*

*The session will be re-scheduled.*

**To complete the tutoring registration, please sign and return this to the instructor.**

I understand and agree to comply with the payment and attendance policies of Spanish for Life, LLC. I understand that I need to pay for tutoring services in full, ahead of the first scheduled session. I understand I need to schedule my sessions in advance, and that I have 24 hours before the session to reschedule, in the event of an unforeseen circumstance.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

