



Dear parents and students,

Thank you for contacting Academic Tutoring & Testing. Since 1989, we have helped students achieve success in the classroom, on tests, and in their future careers by helping them build efficient and effective study habits, recognize and nourish their strengths and weaknesses, and develop and pursue their passions. Our one-on-one tutoring is designed specifically to help our students feel comfortable and confident with academic coursework, prepared for standardized exams, ready for the rigors of college, and in control of any learning challenges they might face.

Our services include:

- General Tutoring & School Support
 - All subjects
 - Elementary through college
- Strategic Standardized Test Prep
 - ACT, SAT, Subject Test, AP EXAMs, GRE, and more
- Holistic College Advising & College Essay Guidance
- Executive Functioning & Study Skills
- ADD/ADHD Coaching
- Online Course Support & Proctoring
 - Including college math and science requirements

To learn more about our services, please visit acatutor.org, send us an email, or give us a call.

Sincerely,

Alex Theoharides
Director, Academic Tutoring & Testing
8401 Wayzata Blvd. Suite 201
Minneapolis, MN 55426
952-591-9437
acatutormpls@gmail.com
acatutor.org



Registration Contract

Payment Agreement, Registration, and Conditions for Tutoring Services:

Academic Tutoring & Testing, Inc. (Aca. Tutoring) agrees to provide the parent or guarantor's child (student) educational tutoring services in increments of one-hour periods at the following rates:

GENERAL TUTORING SERVICES

- *Initial package of 8 sessions: \$635*
- *Permanent/recurring sessions: \$75.00 per hour (\$80.00 per hour for AP, higher-level math, & college tutoring)*
- *Non-permanent/one-time sessions: \$80.00 per hour (\$85.00 per hour for AP, higher-level math, & college tutoring)*

ACT/SAT TUTORING SERVICES

- \$795 for package of 9 sessions / \$85.00 per hour once the first 9 sessions have been completed
- \$90.00 per hour for pay-as-you-go prep

COLLEGE ADVISING & COLLEGE ESSAY GUIDANCE

- \$85.00 per hour in conjunction with ACT/SAT prep
- \$90.00 per hour as a standalone service
- \$125 to provide working list of college / \$125 for final review of application prior to first submission

EXECUTIVE FUNCTIONING & ADHD COACHING

- \$85.00 per hour in conjunction with other services
- \$90.00 per hour as a standalone service

The duration of this contract remains in effect for one (1) year from date signed below. Academic Tutoring retains the right to change its hourly rate at any time provided it gives a one (1) month advance notice of the rate change to its contract holders.

Parent or guarantor of the tutored student agrees to the following conditions

- **Cancellations must be made 24 hours prior to appointment**, or parent or guarantor will be billed for that period of time. Academic Tutoring will try to accommodate appointment time changes, but a different tutor may need to be assigned.
- **Cancellations and appointments must be made by phone (952-591-9437) OR via email to acatutormpls@gmail.com**. Please refrain from making changes through the tutor.
- When illnesses and emergencies arise, we will be fair and flexible in evaluating each situation. Please call as soon as possible so that your spot can be filled. If the session is not filled, you will be responsible for it. If a make-up time is available, it must be utilized within two weeks of the missed session. Permanent tutoring times will be relinquished at the discretion of Academic Tutoring & Testing.
- Invoices will be emailed to the parent or guarantor on a monthly basis. Payments are due in full on the 15th of each month. Service may cease as a result of late payment. Unpaid balances will be charged interest at the rate of 1.5% per month.
- If a student's tutor is absent, another tutor will work with the student to provide consistency.
- If a student is late, the tutor will wait for 30 minutes before leaving.
- Attendance is not required during Thanksgiving, winter and spring breaks. As vacation dates vary, it is the parent's or guarantor's responsibility to provide vacation dates at least two weeks in advance. Tutoring sessions WILL be held on Martin Luther King Jr. Day and President's Day. Please cancel if your student will not be there. We are closed on Memorial Day and Labor Day.

Please complete the following contract and mail, along with your non-refundable registration fee of \$35 (if a package is not purchased), to the following address.

IF PURCHASING ACT/SAT PACKAGE OF 9, PLEASE REMIT \$795 (registration fee included) OR FOR GENERAL PACKAGE OF 8, REMIT \$635 (registration fee included).

Academic Tutoring & Testing
8401 Wayzata Blvd., Suite 201
Minneapolis, MN



Registration Contract — Contact Details

STUDENT'S NAME: _____ SCHOOL: _____

GRADE: _____ Age: _____

STUDENT'S EMAIL: _____@_____

STUDENT'S CELL PHONE: _____

SERVICES TO BE USED: _____

PARENT/GUARDIAN'S NAME: _____ CELL PHONE: _____

PARENT/GUARDIAN'S NAME: _____ CELL PHONE: _____

HOME/BILLING ADDRESS: _____ City: _____ ZIP _____

PERSON RESPONSIBLE FOR PAYMENT: _____

EMAIL FOR BILLING PURPOSES: _____@_____

I have read the following and accept these terms and conditions.

PARENT/GUARDIAN SIGNATURE _____ DATE: _____

REFERRED BY: _____