

## Client Agreement

### **Guarantees:**

While the majority of students are happy with their grades or test results, Sexton Test Prep & Tutoring does not guarantee any grades or score improvements.

### **Payment:**

A credit or debit card is required for payment. Clients will be charged at the beginning of each month for the appointments held in the previous month in accordance with the time sheets signed by the student. Each client is sent a detailed receipt via email that will include appointment dates and durations.

Please include payment information on this form and provide it to your tutor before the end of your second tutoring appointment. Payment information must be received before the third appointment or the arrangement will be put on hold. Please do not pay your tutor directly.

### **Materials:**

Tutors will bring test prep books to the first session. Students are responsible for keeping materials and should bring them to each session. The cost of books or necessary materials will be a one-time fee on your bill. For any questions on the costs associated with materials, please contact Sexton Test Prep & Tutoring directly.

### **Supervised Meetings:**

If the appointment is at a home a parent/guardian, or responsible adult other than the student, must be present. If a parent/guardian cannot be present during an appointment, the student and tutor must meet in a public place such as a library.

### **Timesheets:**

Timesheets will be used to monitor meeting dates, duration, and content covered. The student must sign the tutor's timesheet at the conclusion of each lesson to verify its occurrence and length.

### **Score Reporting:**

Students and parents/guardians who use Sexton Test Prep & Tutoring are asked to report their standardized test scores within two weeks of receiving them, regardless of performance.

### **Cancellations:**

Appointments cancelled with less than 24 hours notice, will be billed at half price. Appointments cancelled with less than 12 hours, and "no shows", will be billed at full price.

Please be respectful the schedules of our tutors and do not repeatedly move or cancel appointments. Repeated movements or cancelations (last minute or otherwise) may be grounds for termination of a student's tutoring or test preparation program.

### **Tutor No-Shows:**

If your tutor does not show up for an appointment at the assigned time, you will not be charged for that appointment, and your next appointment will be on Sexton Test Prep & Tutoring.

**Confidentiality:**

Each family is responsible for keeping Sexton Test Prep & Tutoring’s proprietary materials confidential. These materials are for the individual family’s use only and should not be reproduced or given to any other party without Sexton Test Prep & Tutoring’s explicit, written consent.

Sexton Test Prep & Tutoring and its tutors will make every reasonable effort to not share students’ information (including students’ progress, test scores, accommodations) with anyone besides the student or parent/guardian. Contact information provided on this agreement will only be used for communication related to our services.

**Legal:**

Any duplication or sharing of Sexton Test Prep & Tutoring proprietary materials is forbidden. These are your materials to keep and will give you a competitive advantage. Commercial test prep materials like the College Board SAT prep book are NOT Sexton Test Prep & Tutoring materials. Sexton Test Prep & Tutoring proprietary materials include custom flash cards, study guides, and the Sexton Test Prep & Tutoring curriculum.

Any trademarked images of or references to other companies or other companies’ products or services on the Sexton website are not direct endorsements, unless otherwise stated, and their intended use is to communicate the kinds of services provided. Sexton Test Prep & Tutoring is not endorsed or paid by another company. Tutoring does not guarantee any grades or score improvements.

Parent/Guardian Name:	Student Name:
Parent/Guardian Phone:	Student Phone:
Parent/Guardian Email:	Student E-mail:
Tutor(s):	Tutoring Subject(s):
Billing Address: (Street)	(City) (Zip Code)
Number of anticipated appointments:	Books Provided/Needed:
Name on Card:	Card Number:
Tutoring Rate: \$ per hour	CSC: Expiration:

I have read the policies of Sexton Test Prep & Tutoring and agree to all of the terms of this agreement.

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Parent/Guardian Signature\* Date

*\*If student is currently under 18, Parent/Guardian signature required.*