

Policies/Professional Expectations

Augusta Tutoring LLC

Mr. Barnwell

Scheduling/Payments

Scheduling arrangements and payments can be made simultaneously online for your convenience at www.Augustatutoring.com and are to be finalized and submitted a minimum of 48 hours before the time of meeting.

Refunds/Cancellations

Refunds are administered to clients in the event of cancellations made with a minimum of 48 hours' notice prior to the scheduled sessions. The right to a refund is forfeited in the event that a client should fail to provide Augusta Tutoring LLC with this mandatory minimum notice before the cancellation of a scheduled session. Exceptions are made at the discretion of the tutor for family/medical emergencies and unavoidable exceptional circumstances. There are no refunds administered for discounted sessions.

Academic Honesty/integrity

Students are expected to work independently of mathematical tools or external assistance when apart from their tutor unless otherwise specified thereby. Calculators, guardian, or peer-assistance (unless explicitly authorized) are counterintuitive and defeat the purpose of education. All Guardians are requested to respect the wishes of Augusta tutoring LLC and provide students with ample opportunity to exercise their own intellect and maximize the benefits of independent practice when that is the goal.

Guardian Presence

Guardians are expected to be "in- home" or within "earshot" of students when in-person or online classes are in session for accountability purposes, and to ensure that student behaviors are appropriate and conducive to a positive learning environment.

Communication

All clients are required to provide a minimum of one valid primary phone number, email address, and a signed "policies" sheet to become eligible to receive services with Augusta tutoring LLC. Clients should expect a response to calls and emails within a maximum of 48 hours of receipt; a return of this courtesy is greatly appreciated.

Late Pickups

Mr. Barnwell will often schedule appointments in succession of one another and/or may be required elsewhere following an in-person tutoring session. As a result, parents are asked to refrain from late pickups exceeding an initial grace period of 10 minutes. In the event of a late pickup, parents will be charged a fee of \$5.00 /minute every minute following the fulfillment of the initial 10-minute grace period. A pattern of unexcused late arrivals/pickups will result in the nullification of past/future contracts and all rights to reimbursement.

Guardian Name (Print) _____

Guardian Sig. _____ Date _____