



Aloha Vacation Tutoring

Tutoring Policies

Student:

Parent/Guardian:

Designated Session Day(s) and Time(s):

Rate:

Tutoring and 1-on-1 SAT Prep Sessions:

- Tutoring sessions will take place on the designated day(s) and time(s) each week.
- Should a student desire more than the allotted time for his/her session, the tutor may elect to extend the session with consent of a parent. Also, if a student wants to add a session in a given week, additional sessions shall be set according to what times the tutor has available.
- If an additional session is requested and the regularly scheduled tutor is unavailable, it will be at the discretion of the parent and child to use another tutor for that session.

SAT Prep Group Sessions:

- SAT Prep Group sessions will take place on the designated day(s) and time(s) each week, as noted. Should students wish for additional support with their SAT prep, they may add additional 1-on-1 hours outside of the Group designated time.

Payments:

- All payments will be at the appropriate rate per the price schedule, at increments of 0.25 hours (rounded up at 10 minutes). Payments may be made in cash, by check payable to "Aloha Vacation Tutoring", or by credit card through PayPal. All credit card payments will incur a 3% fee added to total amount due. An active credit card will be kept on file for automatic payments and late payments (discussed below).
- First payment is due at the end of the first scheduled session. Subsequent payments may be made in hourly increments, weekly, bi-weekly, or monthly.
- Should the student/parent agree to additional time during a session or additional sessions during the week, payment for additional time will be included in the subsequent payment.
- All payments will be reflected in the current invoice.

Late Payments:

- Based on the agreed upon payment schedule, payments shall be considered late on the 7th day of non-payment, including weekends. A 50% late fee will be assessed to the total amount due and all scheduled tutoring sessions will be suspended until payment is received in full. If payment is not received by the 21st day, the credit card on file will be charge the full amount, plus late fees. Should payment be made with credit card, 3% credit card fee will be calculated based on the entire amount owed including applicable late fees.

Additional Charges

- A flat fee of \$10.00 will be charged for any tutoring sessions that occur in the home or at any meeting place south of Shark Pit Beach/Aholo Road or north of Office Road. A flat fee of \$25.00 will be charged for any tutoring sessions that occur in Kahului or Kihei, and \$35.00 for sessions in Wailea. This fee will be charged in addition to regular tutoring fees, applicable credit card fees, and applicable late fees. Students and families will always have the option to meet at a designated location between Shark Pit Beach/Aholo Road and Office Road in order to not incur this fee. Also, students and families have the option of meeting at our office in Kahana.

Cancellations for Tutoring Sessions and 1-on-1 SAT Prep Sessions:

- 24 hours notice is required for all cancellations, NO EXCEPTIONS. Should a cancellation be made by student/parent within 24 hours of scheduled sessions, payment will be made in full for the session. If possible, the session may be rescheduled at the discretion of Aloha Vacation Tutoring, LLC.

Cancellations for SAT Prep Group Classes:

- Should a student cancel or miss an SAT Prep Group class, there will NOT be a makeup session provided. Any work assigned/covered during the missed session will be provided to the student before the next session.

Parent Name (Please Print)

Parent Signature

Date

Student Name (Please Print)

Student Signature

Date