

Educational Service Agreement

This educational service agreement, hereinafter referred to as “Agreement,” is entered into and made effective as of the date set forth at the end of this document by and between the following parties:

Success in Accounting, LLC, hereinafter referred to as the “Educator” and

_____ hereinafter referred to as the “Student”.

(PRINT your name above).

Services Provided

The Educator shall provide tutoring services to the Student in the general subject of accounting at the Educator’s address as noted above. Specific topics to be covered at each session will be discussed between the Educator and Student in advance or at the start of each session.

Payment

The fee per session is noted at the time the student made their appointment. Payment in full shall be made immediately upon completion of a session. Accepted methods of payment include: Cash, Check, or Credit Card (Visa, MasterCard, American Express). There will be a \$30 fee for returned checks. Receipts for all payments will be provided to the Student at the student’s request via email or in printed form.

Cancellations, Rescheduling, and Late Arrivals

Cancellations:

Cancellations by the Student must be given to the Educator ***at least 24 hours in advance of their session***. If the Student is unable to provide 24-hour notice, the Student must notify the Educator as soon as possible to cancel the appointment. A Student who cancels with less than 24 hours notice will be charged 50% of the fee for the scheduled session. The fee will be charged to the credit card the student provided when making their appointment.

If some of the students in a small group session cancel, but the remaining students show up, the remaining students will be charged the fee according to the size of the group. For example, if a session was for 4 students, but only 2 students showed up, the fee for the session will be the two-student session rate.

The Educator may cancel a session by giving at least 24-hour notice to the Student by phone and email, in which case, no fees will be incurred to the Student.

Rescheduling:

The Student may reschedule a session at any time by contacting the Educator or following a link in the confirmation email. If the student reschedules the session less than 24 hours ahead of their appointment time due to severe illness or injury, the cancellation policy will be waived.

Late arrivals:

All sessions will begin and end on time. **No adjustments will be made for time lost because of a late arrival by the Student.** Lost time due to the late arrival of the Educator will be compensated for by extending the session by the amount of time that is lost. If the Educator or Student is unable to have the session extended, the Educator shall subtract the time she is late from the owed fees or make it up to the Student at the Student’s next scheduled session.

For group sessions, the session will begin at the reserved time, as long as one student from the group is present. Any Student scheduled for a group session who arrives **less than** 15 minutes late for a group session that has already started will be admitted. Any Student arriving **more than** 15 minutes late for a group session that has already started will NOT be admitted to the session. The no-show policy will apply to students arriving more than 15 minutes late.

No-Shows:

No-Shows are sessions in which the Student does not show up to his or her session without prior notice to the Educator. No-Shows will be treated as “cancelled sessions” in regards to payment. A student who has more than three (3) no-shows within a three-month period will be subject to termination of any further tutoring sessions.

I have read, understand and agree to the terms for “Cancellations & Late Arrivals”

[_____]

Initial

Educator Obligations

The Educator shall...

- Attend all scheduled sessions.
- Arrive on time to all scheduled sessions.
- Structure each session to ensure the most efficient use of time for the Student’s benefit.
- Arrived prepared for each session based on information the Student shared with the Educator in advance.
- Keep all information about the Student strictly confidential.
- At no time be required or obligated to execute homework assignments, quizzes, exams, or other coursework on behalf of the Student.
- Provide assistance, encouragement and support to help the Student be as successful as possible.
- Engage in open communication regarding Student’s questions and concerns.
- Respond to all student questions and concerns in a timely manner.
- Contact the Student no less than 24-hours in advance should a session need to be cancelled or rescheduled.
- Wait at least 15 minutes before marking a student as a “No-Show.”

Student Obligations

The Student shall...

- Attend all scheduled sessions.
- Arrive on time to all scheduled sessions.
- Contact the Educator no less than 24 hours in advance of a scheduled session should a session need to be cancelled or rescheduled.
- Prepare for sessions by determining topics to be covered and sharing that information with the Educator.
- Participate in all aspects of the session such as asking questions, completing problems and exercises, etc.
- Remain respectful and courteous of fellow students when working in a group session.
- Not bring any food or drink into the session.
- Be prepared with the course textbook, notes, assignments, notebook and/or folder, pen or pencil, calculator, and laptop (if needed to complete coursework).

Termination

This educational service agreement will be in effect as long as the Student continues to make appointments with the Educator.



NO WARRANTIES

While the Educator is confident in her skills and teaching ability, the Educator makes no promises or warranties with regard to a student's performance in class or otherwise as a result of any tutoring or educational services provided.

STATUS OF THE EDUCATOR

It is expressly understood that the Student retains the services of the Educator as an independent contractor and not as an employee. The Educator shall be responsible for her own insurance and for all statutory declarations and contributions with regard to income tax.

RELAXATION OF TERMS

No relaxation, indulgence, waiver or release by any party of any of the rights in terms of this agreement on one occasion shall prevent the subsequent enforcement of such rights and shall not be deemed to be a waiver of any subsequent breach of any of the terms.

WHOLE AGREEMENT

This agreement constitutes the entire understanding between the parties with regard to the subject matter thereof and the parties waive the right to rely on any alleged expressed or implied provision not contained herein. Any alteration to this agreement must be in writing and signed by both parties.

I certify that I have read and discussed the information contained in this agreement. I agree to work cooperatively with the Educator to achieve academic success, and to fulfill my responsibilities set forth in this agreement.

Educator signature: Christine D. Errico, PhD.

Print Name: Christine D. Errico, PhD., Manager, Success in Accounting, LLC

Student signature: _____

Print Name: _____

Date: _____/_____/_____