

**Academic Testing Advantage and Tutorial Services**  
3953 Promontory Court  
Boulder, CO 80304

www.AcademicTestingAdvantage.com  
John Accardi and Nancy Clarke  
303-819-5332

Tutoring for HS Math and Physics (all levels), Language Arts and Writing, and standardized test preparation (SAT, PSAT, ACT, etc.)

By signing this contract, the student and parent/guardian agree to the following:

1. Tutor will provide services at \$70/hr. Cash payments receive a per hour discount of \$5. per hour. There is also a one-time, non-refundable enrollment fee of \$100 to be paid at the first session by check or cash. Please pay either in advance or during each session and make all checks payable to "Nancy Clarke."
2. Sessions take place at our home in North Boulder (address above).
3. Due to the nature of SAT/ACT test preparation, a minimum of 10 hours of tutoring is strongly recommended (5 in English/Writing/Critical Reading and 5 in Math/Science) so that sufficient test practice and analysis can be accomplished. This is based on experience and better test results are more achievable. Optimally, weekly sessions should begin 8 weeks before the test and occur at least weekly. Single sessions are still available but will only address a subset of issues that contribute to best test results.
4. Minimum session length is 1 hour (for Math/Science or English/Writing/Critical Reading only) or 2 hours for all test prep subjects combined. If the student requires less than the contracted time, the 1 or 2 hour minimum fee is charged.
5. Students will be charged for the full reserved time even if it is not fully used due to some student issue. However, the full charge will not be assessed if the tutor is responsible for the abbreviated session.
6. **There is a 24 hour advanced notice cancellation policy.** Cancellations made less than 24 hours before a scheduled session will be charged the full amount (except for unavoidable emergencies, like last minute illness). A 24-hour notice allows us sufficient time to notify a student on our wait list to fill the time slot. Changes can be made by either party before the day of a session to accommodate things that come up. Cancellations made by the tutor on or before the day of a reserved time will be rescheduled at a time convenient to all.
7. Internet-based sessions (virtual classrooms using a camera are possible/desirable for math tutoring if the student's computer and Internet connectivity support it). If you don't want to purchase your own camera, we can lend one to you for a returnable \$100 security/damage deposit. The same rates apply for remote sessions. Please ask for more details if you are interested.

We agree to the above terms:

Parent/Guardian) (if applicable) \_\_\_\_\_ Date: \_\_\_\_\_

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Please bring this signed contract to your first tutoring session.

Thank you.