



November 25, 2024

Dear Mrs. Kim,

Thank you for your continued trust in me with Katelyn's education. With the recent changes and updates I am implementing, this letter will outline some updated terms and conditions for the tutoring services I (the "Tutor") am providing to Katelyn Kim (the "Student"), with notable changes colored in red.

1. Class and Curriculum

a. General Responsibilities

- i. **The Tutor will provide the Student a personalized curriculum that will cover **Geometry** concepts.** With each class the Tutor will evaluate and monitor the Students' progress and performance, taking note of any topic that is difficult and providing proper instruction and attention. The Tutor is responsible for conducting lessons for the Students that are challenging enough and appropriate for the Students' academic growth. Likewise, the Students are responsible for providing their best efforts in paying attention in class, taking notes, and doing their homework to the best of their ability on time.

b. Assessment and Class Structure

- i. **The Tutor will follow from his choice of topics in Geometry that supplements and pushes ahead of the Students' school curriculum. The Tutor will provide the parent a written evaluation after each class as needed, providing details on where the Student excels and where the Student needs further practice. Class participation, critical thinking, and organization will also be noted and communicated to the parent when appropriate.**
- ii. Each class will be 1 hour in duration and held online over Zoom.
- iii. Classes will be divided between homework review and teaching new material. In certain cases there may be extra time left at the end of class, during which the Tutor will assign classwork and allow the Students to apply what they learned in class with the Tutor's supervision. If the

Students request the class to be used in a particular way (such as extra practice, intensive homework review), the Tutor can adjust the class to fit the Students' needs.

c. Homework

- i. The Tutor will always try to assign homework at the end of each class. All assignments can be found on their Student Dashboard, with a link to upload photocopies of their homework. The Student is expected to finish and submit her homework on her dashboard no later than **8 P.M. one day before the next class** unless otherwise permitted. The Student is encouraged to submit homework earlier but should submit the assignment correctly on the first try.
- ii. The Student must show all work and circle or box answers to receive full credit when submitting homework.
- iii. There is no guarantee that Student's homework will be graded if the Student submits late.

2. Scheduling

a. General Class Time

- i. The Student and the Tutor will meet at the following times unless otherwise discussed:

Wednesdays 7:00 PM

- ii. The general schedule will be revisited at least 2 weeks before the beginning of Summer and before the beginning of the new school year.

b. Rescheduling and Canceling Class

- i. The Student or the Student's parents can reschedule or cancel through email without penalty if notice is provided **at least 48 hours in advance**, with the exception of health-related emergencies. If a notice is not given within 48 hours before class, the Tutor will still charge for that class.
- ii. In the event of a rescheduled class, the topics missed will be covered in the following scheduled class. A Makeup class must be scheduled within the same week. If a class cannot be rescheduled within that time it will be canceled.
- iii. If the Student does not show up on time, the Tutor will wait in the Zoom meeting room for 15 minutes before considering the class as canceled without proper notice.
- iv. In certain cases if the Tutor needs to reschedule or cancel, the Tutor will also do so as early as possible with at least 48 hour notice, with the exception of health-related emergencies.

- v. If a class is canceled and not rescheduled, the curriculum will shift such that the following class will resume with the missed topics, and the curriculum will continue sequentially.
- vi. The Tutor cannot guarantee a class can be rescheduled but will try to accommodate the Students as much as possible.

3. Tuition

a. Rate and Payment

- i. The Tutor will charge a rate of **\$100** per 1-hour class unless otherwise discounted. Payment is due at the beginning of each month for each class scheduled to be taught for that month. Cancellations without proper notice will still be charged, but cancellations that have been given proper notice can be credited toward the following month.
- ii. Invoices will be sent out and generated using PayPal systems. However, preferred methods of payment include **Apple Pay** and **Zelle**. **Should payment be done through PayPal, a 3.49% + \$0.49 processing fee will be included in the total** to offset the PayPal fees incurred on the Tutor's end.
- iii. The Tutor will discuss a change in rate at least 30 days in advance. **Rates may change if there are any major changes in curriculum**. If there is a major change in curriculum requested by the Students or Students' parents, the Tutor may decide to discuss a change in rate based on the new information 1 week before the subsequent class.

4. Term and Termination

- a. This Agreement shall commence effective immediately and shall remain in effect indefinitely unless revised by the Tutor or terminated by either the Tutor or the parent/guardian of the Students.
- b. This Agreement may be terminated at any time by the written notice of either the Tutor or the parent/guardian of the Students. Payments are non-refundable and any access to online resources including Student and Parent Dashboards will be revoked upon termination notice.