

Mary Saghafi Tutoring and Advocacy Rates, Cancellation Policies, Commitment

Rates*		
<i>Tutoring Sessions— Minimum of 2 one-hour weekly sessions</i>	\$75 / hour per student	<p><i>Includes:</i></p> <p>Tasks & tools designed based on student’s individual learning needs (IEP and/or neuropsychologist report results taken into consideration when applicable), Common Core Standards, ongoing formative assessments, scope & sequence, and students’ homework needs</p> <p>Follow-up activities (when appropriate)</p>
<i>Assessments, Updates & Observations</i>	<p>Included w/o additional charge with tutoring services</p> <p>Advocacy \$150/ hour</p>	<p><i>Includes:</i></p> <p><i>Informal assessments, learning profile document, review of educational documents</i></p> <p><i>Observations, observation report writing</i></p>
<i>Dyslexia and Special Education Advocacy Consultation</i>	\$150 / hour	<p><i>Available Services:</i></p> <p>30 min consultation free; \$150 retainer fee applied to invoice</p> <ul style="list-style-type: none"> • Letter Writing • Phone appointments (over 15 minutes) with school staff, professionals, parents • Observations and Observation Report Writing • Pre-Meeting • IEP attendance
<p><i>Extended Sessions:</i> Clients will be charged for agreed upon time. At times, because of the nature of a student’s homework or test prep, a session may run longer than the agreed upon time. If this occurs, an extension-time will be requested before the end of the session and charges will be adjusted in 15-minute increments. If parents request additional feedback, beyond the 10-minute allowance, consulting rates apply and will be charged in 15-minute increments.</p>		

Cancellation Policies

Please notify tutor of day-of cancellations via text message *only*

Life happens. Children get sick, appointments are forgotten, families have emergencies, and life gets in the way of regularly scheduled tutoring sessions. In my ongoing efforts to serve my students through best practices, I have found that consistency in tutoring is an essential component to success. It serves to help create a routine, a flow that supports using children's thinking to design and deliver curriculum and advance academic reasoning. It also sends an essential message to the child: *We are committed to helping you learn, even when you are feeling anxious or are struggling, because understanding is a gateway to having more choices in later life.*

Cancellation Fees	
Please Reschedule: Cancelled sessions can be rescheduled at an agreed upon time without additional fees.	
A first-time forgiveness rule will be in place. After that, the follow schedule of fees apply.	
Action	Fee
Failure to Cancel Session (No Show)	Full Charge
24-hour Advance Cancellation	No Charge
1 st "Day-Of" Cancellation w/in Calendar Month	1/2 Regular Rate to cover planning & prep time
2 nd "Day-Of" Cancellation w/in Calendar Month	Full Charge
Repeated Cancellations w/in Calendar Month	<ul style="list-style-type: none">• Request for meeting with parent(s)• Potential suspension of services
If I should need to cancel tutoring services I will reach out to you to reschedule as soon as possible.	

Billing & Payment

Monthly Billing

Clients are sent invoices via email at the end of each calendar month. All payments are due within *5 business days* of invoice date *or* at the time of the next scheduled tutoring session — whichever comes first.

All additional fees, such as insufficient funds for personal checks or e-payment charges, are to be absorbed by the client and will be listed on the following month's invoice.

Late Payment Fee: Payments received after 5 business days will be subject to \$25 late fee included in the following month's invoice. *Recurring late payments may result in termination of tutoring services or increased rates.*

Payment Options: *Personal Check: pay to the order of Mary Saghafi Tutoring LLC or Venmo: @Mary- Saghafi, Zelle: mbuehl@gmail.com*

Mary Saghafi Tutoring Policies, Rates & Billing Agreement

I have read the Policies, Rates & Billing document provided by Mary Saghafi Tutoring and agree to all conditions. I wish to continue tutoring services with Mary Saghafi Tutoring for my child

through (Date).

Parent Signature Date