[Template note, delete before use: a plain-English starting point, not legal advice; have a local attorney review it for your state.]

**[Your Tutoring Business]**

[Subjects] tutoring · [Grades and levels] · In person and online

[Phone] · [Email] · [Website]

# Tutoring Services Agreement

Parent / guardian or adult student · in person and online

This Tutoring Services Agreement ("Agreement") is made on [Agreement Date] between [Your Tutoring Business] ("Tutor") and the parent or legal guardian named below, or the student if the student is 18 or older ("Client"), for tutoring of the student named below ("Student").

| | | | |
|---|---|---|---|
| **Student** | | **Grade and school** | |
| **Client (parent / guardian)** | | **Phone and email** | |
| **Adult student** | ☐ Student is 18 or older and signs as Client | | |
| **Subjects and working goals** | | | |
| **Format** | ☐ In person ☐ Online (sign the Online Tutoring Addendum) ☐ Both | | |
| **In-person location** | ☐ Student's home ☐ Tutor's office ☐ Library / public place: [Place Name] | | |
| **Session length** | [60] minutes | **Regular schedule** | [Tuesdays and Thursdays, 4:30 pm] |
| **Rate or package** | ☐ Single session $[70] ☐ [10]-session package $[650] ☐ Monthly plan: [8] sessions $[ ] per month | | |
| **Payment due** | Before the first session of each package or month; single sessions at booking | **Payment methods** | [Zelle · card link · check] |
| **Package valid for** | [6] months from purchase | **Cancellation notice** | [24] hours |

## 1. Services

Tutor will tutor Student in the subjects above, plan each session around Student's goals and current schoolwork, and report progress as described in clause 8. Tutoring supports Student's classroom learning. It does not replace Student's teachers, school or any services the school provides. The goals above are working goals and may be updated as Tutor gets to know Student.

## 2. Scheduling

Sessions are held in a recurring weekly time slot or booked through [booking link / text]. A recurring slot stays reserved for Student while it is used and paid for. If tutoring pauses for more than [3] weeks, other than school breaks agreed in advance, Tutor may offer the slot to another student. Online session times are in [Time zone].

## 3. Location and supervision

**In the student's home:** for a Student under 18, a parent, guardian or another adult approved by Client stays in the home for the whole session. Sessions take place in a shared area, such as a kitchen or dining table, with good light and room for books and a laptop.

**Library, office or other location:** Client arranges drop-off and pick-up. Tutor is responsible for Student only during the scheduled session. Student is picked up within [10] minutes of the end time. Tutor does not drive students anywhere.



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