



QUALIFIED TUTORS

"We come to You"



www.qualifiedtutors.com
info@qualifiedtutors.com

Phone: 905-763-7134

General Student (In Person/Virtual) Application Form

Please complete this form and remit via email to info@qualifiedtutors.com

Student name		M__ F__	Date of Birth Month / Day / Year
Parent/Guardian Name(s) First Name Last Name			
First Name Last Name			
Street Address		City	
Postal Code	Closest Intersection		
Home #	Cell #	Work #	
Email Address			
Name of School	Grade	Subject(s)	
Semester: ____ Non-Semester: ____			
		Virtual: ____ In-person: ____	

I am registering the above student for the following session(s)

(These times are flexible and on occasion can be adjusted with Qualified Tutors Office or your tutor)

One 60 minute lesson per week	Day(s): M T W Th Fr Sat Sun	Time(s)
Two 60 minute lesson per week	Day(s): M T W Th Fr Sat Sun	Time(s)
Other (please specify)	Day(s): M T W Th Fr Sat Sun	Time(s)

I understand that payment must be made **prior to booking lessons** directly to Qualified Tutors Inc. This reserves my tutor and chosen lesson day(s) and time(s).

Chosen Method of Payment options:

VISA / MC (circle one)	CC#	Expiry
E-transfer to info@qualifiedtutors.com (automatic deposit) **Indicate <u>student name</u> in message box		

* Please be advised that a **credit card is required on file** for **ALL methods of payment**. Your card will be charged should fees not be received on time, or should the lesson go over reserved prepaid time and payment to cover this session is not received.

I understand that I must **give 24 hours'** notice for **rescheduling or cancelling** of a lesson. If not, **full fee** will be charged for the pre-scheduled lesson time. *(Please note that **weekend cancellations** should occur before 5p.m on Friday, since it may be difficult to contact your tutor or the office after that time).*

I have read, understood and agree to adhere to all Qualified Tutors' policies above.

Parent/Guardian Signature _____ Date _____



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General Student Welcome Letter

- ✓ **All lessons must be pre-paid** at the time of booking. If booking monthly (i.e. once/twice a week), the sessions **must be paid at the end of the preceding month** so that the tutor/office can reserve the time for the student on the online calendar. We accept **credit cards and e-transfers for payment**.
- ✓ We require a credit card number and expiry date as a backup for those paying by e-transfer. This will apply when e-transfer not received by our office **before scheduled lesson dates or when owed fees are not paid or for extra time etc.**
- ✓ **Timesheets:** Both you and the tutor will have timesheets that *must be initialed after each lesson* to confirm the date and length of time of the session. This applies to both in-person and online tutoring to avoid any discrepancies. Lessons are billed in a **minimum of 1 hour and ½ hour increments only**. (*Requested **editing of materials** by a tutor outside of the session via email or other methods, will be invoiced at regular fees at a minimum of ½ hour with 15 minute increments*).
- ✓ **Rescheduling/Cancelling:** Qualified Tutors requires **24 hours' notice** to reschedule or cancel a session. Simply **call or email the office or your tutor to make any changes**. **It is suggested that you c.c. Qualified Tutors on emails to your tutors**. **Text message cancellations are not recommended** as they may be missed.
- ✓ **Full fee charge** will be applied for **cancelling or rescheduling any reserved lesson time within 24 hours or if a cancellation was made after office hours**. Understandably, Qualified Tutors and the tutor have reserved this pre-booked time for you. This will **apply to in-person and virtual tutoring**. Please make sure that **weekend cancellations are done by Friday**, since QT and/or your tutor may not always be available over the weekend to receive your message(s). If the cancellation(s) occurs over the **weekend**, we suggest that you **contact your tutor directly by phone** (*using the contact information you are sent in each lesson confirmation email*) **Do not depend on email** to the office or your tutor since computers may not be checked on the weekend and your message might be missed.
- ✓ Qualified Tutors reserves the right to replace a current tutor should he or she become unavailable.
- ✓ **Referral discount:** \$25 credit to your account is offered for any student that you refer to QT and who becomes an active student. Word of mouth is always helpful and we try to live up to our reputation!

I have read, understood and agree to adhere to all Qualified Tutors' policies above.

Name of student _____

Parent/Guardian Signature _____ Date _____

We have helped over 10,000 students in our 21 years of operation. We are proud of our success stories. Please feel free to call or email at any time.