

Policies & Procedures For Tutoring

Attendance

Please attend tutoring at your scheduled date/time. If you are late, the usual fee will apply and the session will end at usual time. If a session needs to be cancelled, please cancel no later than 4 hours prior to the session. To cancel, call or text me at 925-708-7537. Less than 4 hours notice will result in full charge for the scheduled time.

If I need to cancel, you will be informed as soon as possible and not charged for the session.

Payment for tutoring

Invoices are issued at the end of each month for the instruction that occurred for that particular month. Balances for instruction are due within 15 days of receipt of invoice. I reserve the right to refuse services for a client with an outstanding balance.

Please indicate preferred method for receiving invoices:

Mail

Email

If email, please note preferred email address for invoicing:

Fee: Cash or check payments are acceptable as well as bank transfers. Make checks payable to Julie Holcomb.

Progress updates

Progress updates are provided periodically or as requested.

Additional Charges

A travel fee, determined by time it takes to reach client, is added to hourly rate if Julie travels to student. Hourly fee applies to progress reports, written recommendations, teacher conferencing & consultations with doctors. Hourly fee also applies to parent conferencing exceeding 15 minutes.

Acknowledgement and Consent

By signing below, both parties acknowledge they have read and agree to the terms of the documents.

Client's name

Parent or Legal Guardian Date

Julie Holcomb, Certificated Teacher
Dyslexia Specialist