

Tutoring Agreement

As a tutee of the PTC Tutoring Center, I agree to the following conditions:

- When I call Audrey at (864)941-8435 and cancel my tutoring session the day **BEFORE** my appointment, I will maintain all tutoring center privileges and will not owe any fees for the missed session. I will give my name, time and date, and name of tutor.
- **If I fail to call the day before my free or paid session, I must pay a \$5.00 (1 hour) or \$10.00 (2 hours) fee to the PTC Business Office BEFORE, (NOT THE DAY OF), my next scheduled tutoring appointment. The receipt must be presented to be reinstated on the tutoring schedule.**
- Failure to call for any reason will be considered a **no show**, and I will be temporarily dropped from the tutoring schedule. To be reinstated on the tutoring schedule, I will pay a \$5.00 or \$10.00 fee to the PTC Business Office before my next scheduled tutoring appointment. **I CANNOT pay the fee the day of the session.** Presentation of the receipt must be shown to be reinstated. I will be dropped from the tutoring schedule until the fee is paid. Every effort will be made to reinstate appointments at the assigned times provided the fee is paid in a timely manner and the assigned time is open.
- **If I have two consecutive weekly no shows and/or cancellations, I will be permanently dropped from the tutoring schedule for the rest of the semester.**
- **I understand that the Tutoring Center's record of my absence and its status – cancelled or no show – will serve as the indisputable official record of my attendance.**
- **I will be allowed only one permanent or temporary change of schedule during the semester for any reason.**
- If my tutor cancels before my session, I will be notified by telephone or email. It is my responsibility to check for messages from my tutor before showing up for my session. **I can request an alternative make-up session for that week.** Make up sessions will only be scheduled if a time is available for the tutor.
- **I understand these conditions apply to all students, and receiving tutoring will not guarantee I will pass the course.**
- **Instructors may be notified of registration for, attendance in, and topics covered in tutoring sessions.**

I have read the above statements and agree to their terms.

Tutee signature _____ Date _____