

Tutoring Agreement

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

- When I call **(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, tutoring session subject, time and date, and name of tutor. When leaving a message, I will speak clearly and unrushed.

- ***If I fail to call the day before my session, I must pay a \$5.00 fee to the PTC Business Office before my next regularly schedule tutoring appointment. Presentation of the receipt must be shown to be reinstated on the tutoring schedule for the next week.***

- 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 for the next week, I will pay a \$5.00 fee to the PTC Business Office before my next regularly schedule tutoring appointment. Presentation of the receipt must be shown to be reinstated for the next week. 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.

- If I have 2 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 record of my absence and its status – cancelled or no show – will serve as the undisputable 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 the day 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 schedule if a time is available for the tutor.

- I understand that these conditions apply to all students.

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

Tutee signature _____ Date _____