

**PLEASE NOTE: WE CANNOT SCHEDULE YOUR STUDENT'S TUTORING OR TEST PREPARATION UNTIL WE RECEIVE THIS SIGNED AND FULLY COMPLETED FORM. THANK YOU!**

**CAMBRIDGE TUTORING & TEST PREP: CLIENT REGISTRATION & AGREEMENT**      Date: \_\_\_/\_\_\_/\_\_\_

Client: Father/Stepfather (First Name, MI, Last Name)			
Client: Mother/Stepmother (First Name, MI, Last Name)			
Financially Responsible Party (First Name, MI, Last Name)			

*Please list all minor children:*

Student #1 (First Name, MI, Last Name)				Date of Birth	/	/
Grade:						
Student #2 (First Name, MI, Last Name)				Date of Birth	/	/
Grade:						
Student #3 (First Name, MI, Last Name)				Date of Birth	/	/
Grade:						
Student #4 (First Name, MI, Last Name)				Date of Birth	/	/
Grade:						
Student #5 (First Name, MI, Last Name)				Date of Birth	/	/
Grade:						

<b>Client Information:</b>		<b>Financially Responsible Party: (if different than Client Info at left)</b>	
Home Phone ( ) -		Home Phone ( ) -	
Students' Phone ( ) -		Cell Phone ( ) -	
Mother's Work/Cell Phone ( ) -		Work Phone ( ) -	
Father's Work/Cell Phone ( ) -		Fax ( ) -	
Fax ( ) -		E-Mail	
E-Mail		Company	
Street Address		Street Address	
City		City	
State		State	
Zip Code		Zip Code	

VISA or Mastercard Number: \_\_\_\_\_ Expiration Date: \_\_\_/\_\_\_/\_\_\_  
 (Required - this is for security purposes only; Cambridge does not automatically use credit cards for payment.)

Name as it appears on credit card: \_\_\_\_\_

\_\_\_\_\_ I/we prefer to pay all invoices via the above-listed credit card. I/we understand that a 5% surcharge will apply.

This Agreement (hereinafter "Agreement"), is entered into by and between Cambridge Academic Services & Consulting, Inc., a California corporation (hereinafter referred to as "WE," "US," or "CAMBRIDGE"), and the above-referenced client (hereinafter referred to as "YOU" or "CLIENT"):

**I. YOUR SCHEDULE**

Your tutoring schedule is outlined on the "Tutoring Confirmation" page you have received via e-mail, fax or U.S. mail. Great effort is expended on our part to make sure that we are adequately staffed to meet the needs of our students and that all of our students are carefully scheduled for tutoring sessions in accordance with their school schedules. For this reason, you are financially responsible for all of the sessions you have committed to.

Tutoring will not take place on federal or state holidays, nor during identified school vacation periods, unless specifically requested in advance and with the prior consent of your tutor. Such request and tutor consent must be in writing.

Please note: A given tutoring session may begin slightly earlier or later than as scheduled. Your tutor may be as much as ten minutes early or late for any given appointment, but will complete the full session as agreed herein.

**II. YOUR TUTOR**

THE UNDERSIGNED CLIENT UNDERSTANDS AND AGREES THAT CAMBRIDGE DOES NOT AND CANNOT PROVIDE ANY GUARANTEE THAT A STUDENT WILL BE TUTORED BY THE SAME CAMBRIDGE TUTOR THROUGHOUT THE ACADEMIC YEAR OR FOR A SPECIFIC TEST PREPARATION SERIES.

**III. DURATION OF THE TUTORING PROGRAM**

Academic year tutoring is provided by CAMBRIDGE from the day after Labor Day through approximately June 20<sup>th</sup>. Summer tutoring is provided by CAMBRIDGE from the fourth Monday in June through the Wednesday before Labor Day. The minimum duration of an academic year tutoring program is eight 50-minute sessions. The minimum duration of certain test preparation programs is six-to-sixteen sessions. The minimum duration of a summer tutoring program is six 50-minute sessions.

**IV. CAMBRIDGE'S CANCELLATION POLICY**

A. It is expected that the student will attend all scheduled tutoring sessions. However, in the rare instance when it may be necessary to reschedule or cancel a tutoring session, please phone the CAMBRIDGE office directly at least 72 hours prior to the tutoring session you wish to cancel. If an appointment is canceled with less than 72 hours notice, but more than 24 hours notice, the appointment must be rescheduled or the client will be billed for the session. Cambridge does not guarantee your individual tutor will be able to make scheduling adjustments. Client will be billed for any tutoring session that is canceled with less than 24 hours prior notice. Cancellation in case of illness: If student is ill, you may phone the CAMBRIDGE office and leave a voice mail message prior to 8:30 a.m. and the "same-day" cancellation fee may be waived. EACH STUDENT IS ALLOWED TWO SAME-DAY ILLNESS CANCELLATIONS PER

*CAMBRIDGE TUTORING & TEST PREP: CLIENT REGISTRATION & AGREEMENT*

ACADEMIC YEAR AND ONE PER SUMMER. YOU WILL BE BILLED FOR SAME-DAY ILLNESS-RELATED CANCELLATIONS PHONED IN AFTER 8:30 A.M.

B. CAMBRIDGE does not offer "spot tutoring." Families who cancel more than three regularly scheduled appointments during any given academic quarter or more than one regularly scheduled appointment during any summer tutoring period will be converted to a "non-cancellation accepted" status and all future appointments will be billed.

C. Cancellations made for Monday tutoring sessions must be phoned into the CAMBRIDGE office by 12:00 noon the preceding Friday; you will be billed for a canceled Monday appointment if cancellation occurs the preceding Friday after 4:00 p.m. or over the preceding weekend.

D. Semi-private or group tutoring is always a no-cancellation status.

**V. TERMINATION OF TUTORING SERVICES**

If you wish to terminate your student's tutoring program within the first two weeks of services, 24 hours cancellation notice is required. Thereafter, CAMBRIDGE will bill for the minimum number of sessions as set out in Section III herein. To terminate tutoring services after initial commitment, CLIENT must give two weeks written notice of cancellation of services. GIVING NOTICE TO YOUR INDIVIDUAL TUTOR IS NOT CONSIDERED OFFICIAL CANCELLATION AND YOU WILL BE BILLED FOR ALL SESSIONS UNTIL TWO WEEKS AFTER CAMBRIDGE HAS RECEIVED PROPER WRITTEN NOTIFICATION OF CANCELLATION.

**VI. NO GUARANTEE**

THE UNDERSIGNED CLIENT UNDERSTANDS AND AGREES THAT CAMBRIDGE DOES NOT AND CANNOT PROVIDE ANY GUARANTEE OF ACADEMIC OR TEST SCORE IMPROVEMENT, AS RESULTS VARY CONSIDERABLY FROM STUDENT TO STUDENT.

**VII. RATES**

The following are CAMBRIDGE'S tutoring and test preparation rates effective June 23, 2008 (Rates are subject to change without notice):

**Cambridge Staff Tutor (50 minute sessions):**

Advanced Rate (College Subjects, All AP/IB Courses or equivalent, Independent Study Courses, certain Honors level courses, Calculus, Pre-Calculus, Trigonometry, Chemistry, Physics, and SAT I & II, ACT, GRE, CBEST, SSAT, GED or any other test preparation):

Private: \$56.00                      Semi-Private (2 students): \$38.00 per student

Standard Rate (High School [other than subjects listed under Advanced Rate above], Junior High & Elementary level):

Private: \$51.00                      Semi-Private (2 students): \$35.50 per student

Additional travel fees for in-home or certain library tutoring may apply.

**VIII. INVOICING PROCEDURES**

A. Payment for the first month of services is due in advance or at the first tutoring session.

B. If services for any given month are expected to exceed \$750.00, payment for that month is due at the first tutoring appointment of the month.

C. During months subsequent to the first month of services, invoices are mailed by the fifth of the month, and payment is due in our office by the 20<sup>th</sup> of the same month. (During the month of June payment is due in our office by the 10th of the month). Sessions which you cancel or reschedule with sufficient three days advance notice will be credited to you on the next month's invoice. If payment is not received by the 20th of the month for the current month of service, a \$13.00 late fee is automatically billed to your account. The undersigned hereby agrees that any accounts more than 10 days past due may be charged to the above-referenced credit card. A 5% surcharge will be added to all account balances paid via credit card.

D. Payment in full for all test preparation lesson series is due in advance or at the first tutoring session. TUITION FOR ALL TEST PREPARATION SERIES IS NON-REFUNDABLE. TEST PREPARATION SCHEDULES MAY NOT BE ALTERED UNLESS APPROVED THROUGH THE CAMBRIDGE OFFICE.

E. An additional travel charge will be charged for each trip the tutor makes to your home or to certain libraries.

F. Tutor attendance at school conferences will be billed at the rate of \$60.00 per conference (one hour maximum). There are no charges for student telephone support, e-mail support, or for selection and pickup of support materials.

**IX. INDEMNIFICATION/RELEASE**

CLIENT agrees to indemnify and hold harmless CAMBRIDGE and any and all tutors, employees or agents acting on behalf of CAMBRIDGE from and against any claim, losses, damage or injury arising out of or in connection with performance of tutoring services provided under the terms of this Agreement.

**X. NON-SOLICITATION OF CAMBRIDGE PERSONNEL**

Client agrees to refrain from: (i) soliciting any tutor of CAMBRIDGE for tutoring services, and (ii) retaining or directly hiring a tutor of CAMBRIDGE for private tutoring services, and (iii) interfering with the employment relationship between any tutor of CAMBRIDGE and CAMBRIDGE.

**XI. TERMINATION OF THIS AGREEMENT**

Client agrees that this agreement is enforce until Client provides written notification of termination of the agreement. I/We hereby agree to the terms of this agreement.

Signature of Client \_\_\_\_\_ Please Print Name \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Financially Responsible Party/Parent or Guardian of Student)

