

Registration and Policy Agreement (2021-2022)

I look forward to giving your student the highest quality tutoring available, whether in the office or on Zoom. To optimally provide this service, Integral Tutoring has established the following policies:

Registration and Payment _____ (Initials)

An annual **registration fee of \$50** (per family) is required at sign-up. This fee covers the cost of administration, tutoring materials, computers, and networks. **All payments to Integral Tutoring for registration or tutoring must be in the form of cash or check. Bounced checks will result in a \$50 fee. Clients with outstanding bills cannot receive tutoring services.**

Integral Tutoring Tuition Schedule _____ (Initials)

Integral offers semi-private fixed-hour and private drop-in tutoring. All sessions in a package must be purchased at or in advance of the first session of the package.

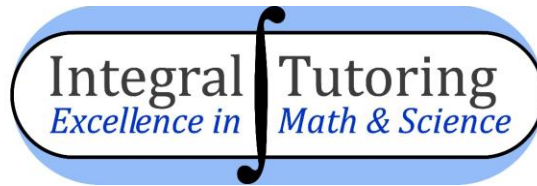
Fixed-hour tutoring is tutoring on a fixed day of the week and hour. Private sessions mean one student; semi-private sessions are capped at a maximum of 3 students. The lower rate of fixed-hour tutoring is only available in a package of 8 and requires commitment to a particular day of the week and time of day. In recognition that unexpected events can occur, a single reschedule is permitted for each package of 8 sessions, so long as 24-hour notice is given. The rescheduled session must be within 7 calendar days of the missed session. **Additional missed sessions will not be refunded, except with serious reason and at the discretion of the owner.** Fixed-schedule semi-private tutoring is very economical, and usually quite effective, but students who cannot commit to a particular time each week, struggle with attentiveness, or require serious academic intervention may need private drop-in tutoring.

Private drop-in tutoring allows the flexibility of being tutored only at the most critical times or at different times of the week when a student has a chaotic schedule. Drop-ins are per availability. (If the drop-in student is willing to forgo the private session, they can also be scheduled with another student.) Private drop-ins can be scheduled well in advance, should one wish to reserve a particular day and time. **All online (Zoom) tutoring, standardized test preparation, and AP test preparation are offered on a private drop-in basis only.**

Tutoring:	Rate:
Package of 8 Semi-Private Fixed-Time Sessions	\$400
Package of 1 Private Drop-in Session	\$70
Package of 4 Private Drop-in Sessions	\$260
Package of 8 Private Drop-in Sessions	\$480
Annual Family Registration	\$50

Sessions that remain unused by July 31, 2022, are void without refund. However, the purchase of packages of less than 8 will be permitted at the end of the school year to fill out the schedule.

Integral Tutoring
10830 N. 71st Pl., Ste. 202
Scottsdale, AZ 85254



Phone: (480) 625-9137
Web: integralaz.com
E-mail: integralaz@cox.net

Masking Policy _____ (Initials)

Currently, masking will be enforced only if the student or one of the students—if there is more than one—wants it. The policy for the time being will be completely driven by the customer. This policy is subject to change with changing circumstances and governmental regulation.

Referral Bonus Program _____ (Initials)

During the 2021-2022 school year, Integral will offer a bonus for productive referrals made by our clients. ***A productive referral is defined as a referral, acknowledge by the new customer, resulting in a package of at least 4 sessions.*** The bonus will consist in a free drop-in tutoring session. ***A new customer can only be referred once, and only by a single existing customer.***

Diagnostic Testing _____ (Initials)

Integral provides diagnostic testing, consultation, and preparation for the SAT, ACT, PSAT and HSPT. The cost depends upon the nature of the service, but must be paid in advance. ***Integral does not register students for SAT, ACT, PSAT or HSPT testing.***

Cell Phone Policy _____ (Initials)

Generally speaking, cell phones may not be used during tutoring, as they become a distraction that interferes with learning. However, students often need to remain in contact with parents, typically about pick-up times. There may also be times when a smart phone can be used for internet searches. (Students should bring a calculator other than their cell phone.) A student must obtain permission from the tutor for such uses. Game-playing, sharing photographs, using social media, and texting friends are strictly prohibited. ***Integral reserves the right to terminate tutoring for any student who refuses to abide by the cell phone rules. In such a case, any payments for unused sessions beyond two weeks or two additional sessions will be refunded.***

Computer Policy _____ (Initials)

Integral provides WiFi or computers with internet connections and office software for the purposes of on-line classes, research, word processing, checking online grades, and other schoolwork. (Students of online classes are encouraged to bring their own lap-top, because on-line class accounts can be very sensitive to computer settings, browsers, etc.) ***Students may not use computers (Integral's or their own) at the center for purposes other than school work.*** Social media are prohibited, and email may only be used under the supervision of a tutor. Students may not download programs, browsers, or screen-savers, or change the computer's settings without explicit permission of the tutor. ***Computer use is a privilege that will be revoked if a student engages in repeated abuses or just one serious abuse. For an abuse involving serious ethical issues, tutoring for the student may be terminated and any unused sessions beyond two weeks or two additional sessions refunded.***

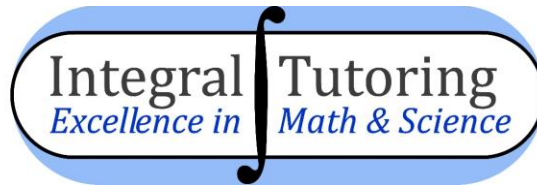
Transportation and Security _____ (Initials)

Integral Tutoring assumes no responsibility for the safe or timely transport of students to or from its tutoring center. That is wholly the responsibility of parents or guardians. However, for the safety of its students, ***Integral will never knowingly leave a student waiting alone after business hours, and students should therefore be picked up in front of the office, not at another location.***

Additional Services

Integral is willing to offer other services if they fit the business model. Feel free to ask, or to propose the situation for which you are looking. These proposals will be handled on an individual basis.

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These 2021-2022 policies are for the common benefit of the tutoring center and its clients. Because many external factors affect student success, Integral Tutoring does not guarantee an increase in grades or standardized test scores. This yearly registration is valid until July 31, 2022, for all services rendered by Integral Tutoring. In affixing your signature below and initialing each of the clauses of this Registration and Policy Agreement, you affirm that you have read and understood its terms and agree to abide by them.

Signature of Parent: _____ Date: _____

Name of Parent: _____

Registration Information (please print)

Parent Name (First, Last) _____

Address _____ City _____ Zip _____

Email _____ Home Phone _____ Cell Phone _____

Were you referred by one of our clients? If so, by whom? _____

How, otherwise, did you hear about Integral Tutoring? _____

Start Date(s): _____

Parental Concerns: _____

Student Name	Grade Level	School Name	Student Cell (If applicable)	Subjects, Current Grades, and Additional Notes

August 2021

S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

S	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

S	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

S	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2022

S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

2021-22 Calendar

Important Dates:

- Aug 4 *First Day of Fall Tutoring*
- Aug 28 *SAT Test Date (7/30)*
- Sep 6 *Labor Day (Closed)*
- Sep 11 *ACT Test Date (8/6)*
- Oct 2 *SAT Test Date (9/3)*
- Oct 23 *ACT Test Date (9/17)*
- Nov 1 *Office Closed*
- Nov 6 *SAT Test Date (10/8)*
- Nov 24 - 28 *Thanksgiving Break (Office Closed)*
- Dec 4 *SAT Test Date (11/4)*
- Dec 8 *Office Closed*
- Dec 11 *ACT Test Date (11/5)*
- Dec 17-Jan 10 *Winter Break (Closed)*
- Feb 12 *ACT Test Date (1/7)*
- Mar 12 *SAT Test Date (2/11)*
- Apr 2 *ACT Test Date (2/25)*
- Apr 14, 16 *Office Closed*
- May 7 *SAT Test Date (4/8)*
- May 25 *Last Day of Spring Tutoring*
- May 26-30 *Memorial Day Break*
- May 31 *First Day of Summer Tutoring*
- Jun 4 *SAT Test Date (5/5)*
- Jun 11 *ACT Test Date (5/6)*
- Jul 16 *ACT Test Date (6/17)*

Note: The date in parentheses after SAT/ACT Test Date indicates the last day for regular registration. For more information, go to:

www.collegeboard.org
www.act.org

31	Fall and Spring Tutoring <i>M-R: 3-9, Sat: By Appointment</i>
31	ACT Testing Date
31	SAT Testing Date
31	Summer Tutoring <i>(By Special Appointment)</i>
31	No Tutoring <i>(Office Closed)</i>

February 2022

S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2022

S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2022

S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2022

S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2022

S	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July 2022

S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						