

**THE ACADEMIC INSTITUTE, INC.**  
**O'Shaughnessy & Associates**  
**13400 NE 20<sup>th</sup> St., Suite #47 • Bellevue, WA 98005**  
**(425) 401-6844 Fax • (425) 401-6323 • [jennifer@academicinstitute.com](mailto:jennifer@academicinstitute.com) • [www.academicinstitute.com](http://www.academicinstitute.com)**

**TUTORING AGREEMENT FORM**

STUDENT'S NAME \_\_\_\_\_ NICKNAME \_\_\_\_\_ EMAIL \_\_\_\_\_  
TODAY'S DATE \_\_\_\_\_ HOME PH # \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_  
GRADE LEVEL IN SCHOOL \_\_\_\_\_ HOME SCHOOL \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
BILLING ADDRESS  SAME OR \_\_\_\_\_  
MOTHER \_\_\_\_\_ HM # \_\_\_\_\_ WK # \_\_\_\_\_ EMAIL \_\_\_\_\_  
FATHER \_\_\_\_\_ HM # \_\_\_\_\_ WK # \_\_\_\_\_ EMAIL \_\_\_\_\_  
How did you hear about The Academic Institute, Inc? \_\_\_\_\_

**FEES:**

- 1.) Registration Fee: \$75.00
- 2.) One-on-one Tutoring: \$85.00 per hour

**SCHEDULE:**

Date/Day of first session: \_\_\_\_\_  
Tutor: \_\_\_\_\_

	<b>Days:</b>	<b>Times:</b>
Monday:	_____	_____
Tuesday:	_____	_____
Wednesday:	_____	_____
Thursday:	_____	_____

Payment: \_\_\_\_\_  
Balance Due: \_\_\_\_\_

**Note:**

- Payments must be received by **the first of each month** to avoid a late charge of \$35.00.
- A \$35.00 monthly billing fee will be assessed for all non-credit card payments.

Please select payment method: \_\_\_\_\_ Date \_\_\_\_\_ Amount \$ \_\_\_\_\_  
\_\_\_ 1. Credit Card  
\_\_\_ 2. Check \_\_\_\_\_ **Due Date** \_\_\_\_\_ **Balance** \$ \_\_\_\_\_

If you elect to pay by check:

1. If you need to pay by check add a \$25 per monthly tuition processing fee.
2. Checks are to be mailed to Sherrill O'Shaughnessy at TAI, 13400 NE 20<sup>TH</sup> STREET, SUITE 47, BELLEVUE, WA 98005.
3. Checks are NEVER to be brought to the school.
4. Checks received after the first will be assessed a \$35 late fee.

**Monthly tuition will be billed to your credit card at the end of each month.**

Email or text tutor with 2-hour notice for reschedule

**TERMS AND CONDITIONS:**

1. A registration fee is due upon enrollment **and is non-refundable.**
2. Tuition fees are non-refundable. In cases of extenuating circumstances beyond the family's control, every attempt will be made to offer options that will allow the student to complete their class. The students and family will be expected to accept any options that are feasible and reasonable.
3. All tuition is due on the first of each month. \$25 will be asssed for NSF (non-sufficient funds) on ACH,
4. Regular progress meetings ensure success. The most expedient way to schedule an appt is by email: [jennifer@academicinstitute.com](mailto:jennifer@academicinstitute.com).
5. **A one-month written notice is required for a parent to withdraw a student from tutoring.**

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**PARENT / GUARDIAN**

Date \_\_\_\_\_ Date \_\_\_\_\_