

## **MLCCC Tutoring Service Policies and Agreement - Student**

**Curriculum:**

Our teachers can use a textbook of your choosing or a textbook we use in our curriculum.

**Tuition Rates:**

	Teacher Travels 10 Miles or Less	Teacher Travels 11 Miles or more	Notes
One student/1 <sup>st</sup> hour	\$45/h	\$50/h	
One student/2 <sup>nd</sup> hour	\$40/h	\$45/h	
Two students/1 <sup>st</sup> hour	\$60/h	\$65/h	Two students, same curriculum
Two students/2 <sup>nd</sup> hour	\$55/h	\$60/h	Two students, same curriculum
Three or more students/1 <sup>st</sup> hour	\$75/h	\$80/h	Three students, same curriculum
Three or more students/2 <sup>nd</sup> hour	\$70/h	\$75/h	Three students, same curriculum

**Tuition Payment:**

- Please make checks payable to “MLCCC”. Cash is accepted as well.
- Please give the tuition payment to your teacher once a month on the first lesson of each month for that month's scheduled lessons. Your teacher will in turn forward the payment to MLCCC.
- There is a \$25 fee for bounced checks.

**Switching Teachers:**

If the teacher is not a good fit for you, please let us know and we will connect you with another teacher.

**Cancellations:**

- If you need to cancel a lesson, please contact your teacher directly as early as possible. Cancelled lesson can be rescheduled or prorated if the cancellation was at least 24 hours before the scheduled lesson.
- If your teacher cancels a lesson and you and the teacher cannot reschedule the lesson, your teacher will notify the office and your tuition will be prorated.

**Safety/Liability:**

- The teacher’s only responsibility during the lesson is to teach, though the method of teaching could be through songs, and games.
- For child students, a parent or guardian must always be present. Teachers are not to be left home alone with a child student.
- Teachers are not responsible for the transportation of a child student.

**After Tutoring Ends:**

Considerable effort has gone into setting up this tutoring service, including training our teachers and supplying them with materials. To prevent any unethical behavior, all of our tutoring teachers have signed a tutoring contract with MLCCC, such that they cannot independently teach the tutored students (or anyone referred by the tutored student) for 6 months after the end of the tutoring lessons.

**Contact Info for MLCCC:**

Email: info@mlccc.org Phone: 610-909-6094. We always welcome your feedback.

I have read and agree to the above policies.

**Print Name** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



### MLCCC Tutoring Service Student Registration Form

**1. Student's Information:**

Name _____		
Last		First
Home Address _____		
Street/Apt #		City Zip Code
Gender	Male or Female	Age
School	Grade	

**2. Parents information /Or Student contact info if student is 18 years or older**

Parent's Name	
Cell Phone 1:	E-mail 1:
Cell Phone 2:	E-mail 2:

**3. What do you hope to accomplish with the tutoring sessions?**

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**4. What is the student's prior Mandarin exposure or ability, if any?**

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**5. What is the student's availability (time/days/locations)?**

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**6. How did you hear about MLCCC's Tutoring Service?**

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Student Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Parent Name and signature if student is under 18)