HALE TUTORING

Tutoring Agreement · Example template for a U.S. independent tutor

Not legal advice. This is a general starting template, not a lawyer-reviewed form for your state, and it is not a substitute for legal counsel. Dollar amounts, the 24-hour notice window, contact details and names below are fictional examples. Use only one payment option (A, B or C) and delete the other two. Have a parent or guardian sign as the client when the student is a minor.

Parties

This Tutoring Agreement (the "Agreement") is between:

Tutor: Jordan Hale, Hale Tutoring, Phoenix, AZ · jordan@example.com · (480) 555-0142

Client (payer): Sam and Priya Patel, Phoenix, AZ

Student: Asha Patel (the Client is the Student's parent/guardian)

The Tutor will provide the tutoring services described below. The Client agrees to pay for those services on the terms in the payment section the parties keep in this Agreement.

1. Services

Subject: Algebra I

Session length: 60 minutes

Format: Online (or in person at: _____)

Location / video: A lesson link will be sent with the booking confirmation. If a lesson is rescheduled, a new link may be issued for the new time.

The Tutor will provide instruction in the subject above during scheduled sessions. Homework assigned by the Student's school is not completed by the Tutor.

Materials included in the session rate: _____

Materials billed separately, if any: _____

2. Schedule and term

Lessons are typically held on _____ at _____, starting _____. Either party may end this Agreement by written notice (email is enough), subject to the cancellation rules below for already-scheduled sessions. Unused prepaid sessions are handled in the payment section you keep.

3. Payment — use only one of the following sections

Keep one option. Delete the other two so the family is not looking at rates that do not apply.

Option A — Per lesson

The Client pays $55.00 (example) for each 60-minute session. Payment is due _____ (example: at booking, or within 7 days after the session). Accepted methods: _____.

Option B — Prepaid package

The Client pays $500.00 (example) in advance for 10 sessions of 60-minute Algebra I ($50.00 each, example). The package is valid until _____. Unused sessions: _____ (example: unused sessions remain available until the validity date and are not refundable after that date, except as required by law). Additional sessions after the package is used are billed at the per-lesson rate then in effect, unless the parties buy another package.

Option C — Monthly plan

The Client pays $199.00 (example) per month. The monthly fee covers 4 sessions of 60-minute Algebra I in that month (example). The plan renews automatically on _____ of each month until cancelled with the notice in section 4. If the parties use a card processor that auto-renews, the Client authorizes those renewals. (Some payment methods charge each month as a one-time payment instead of an automatic renewal—write down which method you will use.) Unused sessions in a month: _____ (example: do not roll over, or roll over up to 1 session).

4. Cancellation, rescheduling and no-shows

The Client should cancel or reschedule at least 24 hours (example) before the scheduled start. A cancellation or reschedule with less notice, or a no-show, may be charged as a completed session at the applicable per-lesson rate, or counted as one session from a package or monthly plan, as written here: _____.

If the Tutor cancels with less than the same notice, the Tutor will offer a makeup session at a mutually agreed time and will not charge for the cancelled session.

Exceptions the Tutor will consider (example: sudden illness or a school closure): _____

Write any exception clearly so it is not an unwritten favor. Notice windows vary by business; this 24-hour window is an example only, not a required legal term.

5. Late payment

If a payment is more than _____ days late, the Tutor may pause new bookings until the balance is paid. Returned-payment fees, if any: _____.

6. Other terms

This Agreement is the parties' understanding of the tutoring relationship described here. Changes should be made in writing (email is enough). This template does not create an employment relationship and does not give legal, tax or educational advice.

Signatures

Tutor: _____ Date: _____

Client (parent/guardian if the Student is a minor):

_____ Date: _____

Student (optional acknowledgement, not a substitute for a parent/guardian signature when the Student is a minor):

_____ Date: _____