



## Spanish with Chantelle

Student:	Phone:	Email:
<input type="text"/>	<input type="text"/>	<input type="text"/>

Contract Start Date:	Contract Valid Until:
<input type="text"/>	<input type="text"/>

\* This field will be completed by me upon receiving an electronic signature \*

### This Service Includes:

- 5 separate sessions, 60 minutes per session
- Access to *Quizlet*, *Boomcards* and numerous online sources
- Spanish tutoring for academic and conversational use

### Payment Terms: ( Venmo, CashApp, Zelle, PayPal) -client pays any platform fees

<input type="checkbox"/>	Pay selected contract in full on contract start date
<input type="checkbox"/>	\$50 weekly on the Sunday prior to the sessions

\$5 late fee will be applied each day past due + sessions will pause until paid in full with no contract extension

### Contract Options:

<input type="checkbox"/>	1 Month	(5 sessions)	\$ 250
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## **Rescheduling & Cancellation Policy**

- Sessions canceled or rescheduled with **less than 24 hours' notice** will be **counted as used**.

**Example:** If a student has completed 3 of 5 sessions and misses a session without proper notice, the session will be marked as completed (4 of 5).

**Emergency Exception:** Documented emergencies (illness, family emergency, etc.) may be exempt from forfeiture at the tutor's discretion.

## **Late Arrivals & No-Shows**

- Late arrivals **without communication** exceeding **10 minutes** will be considered a **no-show** and the session will be forfeited.
- Students are responsible for tracking and remembering session times.
- Please allow **5 minutes between sessions** for transitions.

## **Payment & Refund Policy**

- **All contracts must be paid in full** once the contract start date has passed.
- **No refunds** will be issued for unused sessions if the client is unable to complete the contract within the agreed timeframe.
- **Bonus or unused sessions do not transfer** to a new contract.
- The total number of purchased sessions (**including any bonus sessions**) must be **scheduled and completed within the contract period**.

**Example:** A 1-month contract provides **4.5 weeks** to complete **5 sessions**.

## **Communication + Technology Policy**

- Communication outside of scheduled sessions (email/text) is limited to reasonable academic support and scheduling needs.
- Clients are responsible for having reliable internet and access to required platforms. Technical issues on the client's end may result in session forfeiture.
- Some sessions will be recorded and used for business promotion

## **Contract Cancellation & Termination**

- Cancellation of a signed contract **prior to the start date** will result in a **\$125 cancellation fee (half month's payment)**.
- The tutor reserves the right to **terminate services** for reasons including, but not limited to: repeated no-shows, non-payment, or inappropriate conduct.
  - In the event of tutor-initiated termination, any unused **paid** sessions will be handled at the tutor's discretion.

Signing this contract indicates understanding and acceptance of all terms.

## **Electronic Signature (a guardian must sign if the student is a minor)**

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My promise to you: If I am unable to attend a scheduled session with less than 24 hour notice I will extend the contract date by one week OR give one free session, the choice will be mine to make.

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