



School Is Easy Tutoring Fraser Valley  
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## Form #01

### CLIENT ENROLMENT FORM

(Tutor will review with client on 1<sup>st</sup> tutoring session)

By this Agreement, School Is Easy (“School Is Easy Tutoring”) and the undersigned (“the Client”) agree that School Is Easy Tutoring will provide tutoring services to the Client on the following terms:

1. The Client will pay to the tutor upon the completion of each tutoring session the sum as laid out in the School Is Easy Tutoring price list. Acceptable forms of payment are cash and cheque. In the event of a cheque being returned NSF, the Client will pay an additional service charge of \$15.00 per returned cheque. In the event of repeated NSF cheques, School Is Easy Tutoring reserves the right to require all payments to be in the form of cash. If a client wants ongoing scheduled sessions then a credit card payment plan can be put in place. Credit card payments will be paid up front each month.
2. School Is Easy Tutoring will assign a tutor to the Client based upon School Is Easy Tutoring’s assessment of the Client’s individual educational needs. The assigned tutor will provide individualized instruction and educational assistance to the Client
3. The assigned tutor will meet the Client for instructional purposes in the Client’s home or such other location as may be agreed upon by the Client and School Is Easy Tutoring. The Client will provide a location in their home or elsewhere as agreed that is appropriate for and conducive to individual instruction by the tutor. Tutors shall not be required to provide services at a tutoring location which the tutor feels is unsafe for either the tutor or the Client.
4. The Client will ensure that a responsible adult is present at all times during tutoring sessions. Tutors cannot accept responsibility for child-minding or supervision of children in the absence of a responsible adult. Tutors do not prepare meals, administer medication, run errands or provide any services other than educational instruction.
5. School Is Easy Tutoring, and its individual tutors, expect students being tutored to behave appropriately during tutoring sessions. Student cell phones should be turned off. Tutors will not enforce discipline. The Client is responsible at all times to ensure that individuals being tutored refrain from unruly or obstreperous behavior, and shall take such actions as may be necessary to ensure a proper learning environment exists during tutoring sessions.
6. Each Client will be provided with a monthly progress report, completed by the tutor assigned to the Client. In the event that the Client is not satisfied with their progress, or with the conduct of their tutoring sessions, the Client will report their concerns to School Is Easy Tutoring, who will then work with the Client and the tutor to identify and resolve any problems which may exist in the provision of tutoring services to the Client. In the event that the Client’s complaints cannot be resolved with the existing tutor, School Is Easy Tutoring may, in its discretion, assign another tutor to the Client.
7. Tutors shall be available for reasonable consultations with the Client’s classroom teachers at no charge. If a tutor is required to attend a meeting with the Client’s classroom teacher, the Client shall pay the tutor for this meeting as if it were a tutoring session.

8. In the event a tutor is unable to be present at a scheduled tutoring session, the tutor shall provide 48 hours notice to the Client and the session will be rescheduled.
9. In the event the Client wishes to reschedule or cancel a tutoring session, the Client shall give the tutor at least 24 hours notice. In the event that the Client does not provide at least 24 hours notice of the need to cancel or reschedule a session, the Client will pay the tutor a cancellation fee of 1/2 hour of the one hour tutoring rate. Notwithstanding the foregoing, if the Client does not provide adequate notice of cancellation and the tutor arrives at the tutoring location, the Client shall pay the tutor for one hour of tutoring time.
10. The Client hereby waives any claim it may have against School Is Easy Tutoring for losses incurred or damages suffered as a result of the provision of tutoring services pursuant to this agreement. The Client further expressly agrees to indemnify School Is Easy Tutoring with respect to any claim made by a third party against School Is Easy Tutoring resulting directly or indirectly from the provision of tutoring services pursuant to this agreement. Notwithstanding the foregoing, this waiver and indemnification do not extend to deliberate acts of wrongdoing on the part of School Is Easy Tutoring.
11. The Client recognizes that the tutor is on contract with 'School Is Easy Tutoring'. Clients must contact 'School Is Easy' main office when rebooking their tutor. Any students that are referred to the 'School Is Easy' tutor by the Client must work through School is Easy and referred clients must sign the 'School Is Easy' client enrolment form and must follow all policies set forth by 'School Is Easy'.
12. School Is Easy agrees to pay the Client a referral fee of \$25.00 for each new client referred to SIE by the Client. This payment shall be made upon the new referral client completing 10 hours of tutoring with SIE.
13. This agreement shall be governed at all times by the laws of the Province of British Columbia.

Date: \_\_\_\_\_ Client's email address \_\_\_\_\_

Client's signature \_\_\_\_\_ Client's name: Please print clearly \_\_\_\_\_

Tutor's signature \_\_\_\_\_ Tutor's name: Please print clearly \_\_\_\_\_

School Is Easy Tutoring  
per:

\_\_\_\_\_  
Deborah Yeo  
Director