



Dear parents and students,

Thank you for contacting Academic Tutoring & Testing. Since 1989, we have helped students achieve success in the classroom, on tests, and in their future careers by helping them build efficient and effective study habits, recognize and nourish their strengths and weaknesses, and develop and pursue their passions. Our one-on-one tutoring is designed specifically to help our students feel comfortable and confident with academic coursework, prepared for standardized exams, ready for the rigors of college, and in control of any learning challenges they might face.

Our services include:

- General Tutoring & School Support
  - All subjects
  - Elementary through college
- Standardized Test Prep
  - ACT, SAT, Subject Test, AP EXAMs, GRE, and more
- College Advising & College Essay Guidance
- Study Skills
- ADD/ADHD Coaching
- Online Course Support & Proctoring
  - Including college math and science requirements

To learn more about our services, please visit [acatutor.org](http://acatutor.org), send me an email, or give us a call.

Sincerely,

Alex Theoharides  
Director, Academic Tutoring & Testing  
8401 Wayzata Blvd. Suite 201  
Minneapolis, MN 55426

952-591-9437  
[acatutormpls@gmail.com](mailto:acatutormpls@gmail.com)  
[acatutor.org](http://acatutor.org)



## Registration Contract

### Payment agreement, Registration, and Conditions for Tutoring Services:

Academic Tutoring & Testing, Inc. (Aca. Tutoring) agrees to provide the parent or guarantor's child (student) educational tutoring services in increments of one-hour periods at the rates of:

#### GENERAL TUTORING SERVICES

- \$70.00 per hour for permanent appointments.
- \$75.00 per hour will be charged for AP, Higher Level Math, & College Tutoring.
- \$80.00 OR \$85.00 (AP, Higher Level Math, College) for non-permanent sessions.

#### ACT/SAT TUTORING SERVICES

- \$80.00 per hour for ACT/SAT- 9+ sessions paid for prior to the first session.
- \$85.00 per hour for ACT/SAT- If students sign up for less than 9 sessions

#### College Advising & College Essay Guidance

- \$80.00 per hour- If used in conjunction with ACT/SAT prep
- \$85.00 per hour- If used as a stand-alone service.

*The duration of this contract remains in effect for one (1) year from date signed below. Academic Tutoring retains the right to change its hourly rate at any time provided it gives a one (1) month advance notice of the rate change to its contract holders.*

#### Parent or guarantor of the tutored student agrees to abide by the following contractual conditions:

- **Cancellations must be made 24 hours prior to appointment**, or parent or guarantor will be billed for that period of time. Academic Tutoring will try to accommodate appointment time changes, but a different tutor may need to be assigned.
- **Cancellations and Appointments must be made by phone (952-591-9437) OR via email to acatutormpls@gmail.com.** Please refrain from making changes through the tutor.
- When illnesses and emergencies arise, we will be fair and flexible in evaluating each situation. Please call as soon as possible so that your spot can be filled. If the session is not filled, you will be responsible for it. If a make-up time is available, it must be utilized within two weeks of the missed session. Permanent tutoring times will be relinquished at the discretion of Academic Tutoring & Testing.
- After the first package is paid for, **invoices will be emailed to the parent or guarantor on a monthly basis.** Payments are due in full on the 15<sup>th</sup> of each month. Service may cease as a result of late payment. Unpaid balances will be charged interest at the rate of 1.5% per month.
- If a student's tutor is absent, another tutor will work with the student to provide consistency.
- If a student is late, the tutor will wait for 30 minutes before leaving.
- Attendance is not required during Thanksgiving, winter and spring breaks. As vacation dates vary, it is the parent's or guarantor's responsibility to provide vacation dates at least two weeks in advance. Tutoring sessions WILL be held on Martin Luther King Jr. Day and President's Day. Please cancel if your student will not be there. We are closed on Memorial Day and Labor Day.

**IF ACT/SAT PACKAGE OF 9, PLEASE REMIT \$755 (fee included) OR FOR GENERAL PACKAGE OF 8, REMIT \$595 (fee included)  
Please complete the following contract and mail your non-refundable registration fee of \$35.00 (if a package is not purchased)**

DATE \_\_\_\_\_

PARENT/GUARDIAN'S NAME: \_\_\_\_\_ CELL: (     ) \_\_\_\_\_

PARENT/GUARDIAN'S NAME: \_\_\_\_\_ CELL: (     ) \_\_\_\_\_

HOME/BILLING ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

PERSON RESPONSIBLE FOR PAYMENT: \_\_\_\_\_

EMAIL FOR BILLING PURPOSES: \_\_\_\_\_@\_\_\_\_\_

I have read the following and accept these terms and conditions.

Signature \_\_\_\_\_

STUDENT'S NAME: \_\_\_\_\_ SCHOOL: \_\_\_\_\_ GRADE : \_\_\_\_\_

STUDENT'S EMAIL: \_\_\_\_\_@\_\_\_\_\_ STUDENT'S CELL (     ) \_\_\_\_\_

REFERRED BY: \_\_\_\_\_



### Registration Contract - Parent Copy

**Payment agreement, Registration, and Conditions for Tutoring Services:**

Academic Tutoring & Testing, Inc. (Aca. Tutoring) agrees to provide the parent or guarantor’s child (student) educational tutoring services in increments of one-hour periods at the rates of:

**GENERAL TUTORING SERVICES**

- \$70.00 per hour for permanent appointments.
- \$75.00 per hour will be charged for AP, Higher Level Math, & College Tutoring.
- \$80.00 OR \$85.00 (AP, Higher Level Math, College) for non-permanent sessions.

**ACT/SAT TUTORING SERVICES**

- \$80.00 per hour for ACT/SAT- 8+ sessions paid for prior to the first session.
- \$85.00 per hour for ACT/SAT- If students sign up for less than 8 sessions

*The duration of this contract remains in effect for one (1) year from date signed below. Academic Tutoring retains the right to change its hourly rate at any time provided it gives a one (1) month advance notice of the rate change to its contract holders.*

**Parent or guarantor of the tutored student agrees to abide by the following contractual conditions:**

- **Cancellations must be made 48 hours prior to appointment**, or parent or guarantor will be billed for that period of time.
- **Cancellations and Appointments must be made by phone (952-591-9437) OR via email to acatutormpls@gmail.com.** Please refrain from making changes through the tutor.
- When illnesses and emergencies arise, we will be fair and flexible in evaluating each situation. Please call as soon as possible so that your spot can be filled. If the session is not filled, you will be responsible for it. If a make-up time is available, it must be utilized within two weeks of the missed session.
- Permanent tutoring times will be relinquished at the discretion of Academic Tutoring & Testing.
- After the first package is paid for, **invoices will be emailed to the parent or guarantor on a monthly basis.** Payments are due in full on the 15<sup>th</sup> of the each month. Service may cease as a result of late payment. Unpaid balances will be charged interest at the rate of 1.5% per month.
- Academic Tutoring will try to accommodate appointment time changes, but a different tutor may need to be assigned.
- If a student’s tutor is absent, another tutor will work with the student to provide consistency.
- If a student is late, the tutor will wait for 30 minutes before leaving.
- Attendance is not required during Thanksgiving, winter and spring breaks. As vacation dates vary, it is the parent’s or guarantor’s responsibility to provide vacation dates at least two weeks in advance. Tutoring sessions WILL be held on Martin Luther King Jr. and the President’s Day holidays. Please cancel if your student will not be there. We are closed on Memorial Day and Labor Day.

**IF ACT/SAT PACKAGE OF 8, PLEASE REMIT \$675 (fee included) OR FOR GENERAL PACKAGE OF 8, REMIT \$595 (fee included) Please complete the following contract and mail your non-refundable registration fee of \$35.00 (if a package is not purchased)**

DATE \_\_\_\_\_

PARENT/GUARDIAN’S NAME: \_\_\_\_\_ CELL: (     ) \_\_\_\_\_

PARENT/GUARDIAN’S NAME: \_\_\_\_\_ CELL: (     ) \_\_\_\_\_

HOME/BILLING ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

PERSON RESPONSIBLE FOR PAYMENT: \_\_\_\_\_

EMAIL FOR BILLING PURPOSES: \_\_\_\_\_@\_\_\_\_\_

I have read the following and accept these terms and conditions.

Signature \_\_\_\_\_

STUDENT’S NAME: \_\_\_\_\_ SCHOOL: \_\_\_\_\_ GRADE : \_\_\_\_\_

STUDENT’S EMAIL: \_\_\_\_\_@\_\_\_\_\_ STUDENT’S CELL: (     ) \_\_\_\_\_

REFERRED BY: \_\_\_\_\_