



MASCI
Tutoring & Consulting

ESL TUTORING CONTRACT Nr. _____

GST # 85447 3204

Elio Masci, ESL Instructor and **TUTOR**, hereby acknowledges receipt of \$ _____ as payment for _____ hours of private ESL tutoring from **STUDENT** _____.

Description of Payment: Tutoring \$ _____ + GST (5%) \$ _____ = Total Payment Received \$ _____

This payment was received in: Cash: _____ Cheque # _____ Bank _____

The tutoring will be at the place and times mutually agreed upon by **STUDENT** and **TUTOR**. Therefore, the sessions paid today will be scheduled as follows:

Place: _____

Times: _____

For the purpose of this contract, one hour equals 60 minutes. All other tutoring sessions, if requested by the **STUDENT**, will be also at the times mutually agreed upon by **STUDENT** and **TUTOR**. After this initial commitment of _____ hours, there are **NO** other commitments for either the **TUTOR** or the **STUDENT** and the **STUDENT** may book tutoring sessions one by one, in blocks of two sessions each time, or in the most convenient way for the **STUDENT**. Each tutoring session booked after this initial commitment will be charged at a rate of \$ _____ per hour (plus 5% GST) and is payable at the end of each session. The following conditions will apply to the _____ hours initially committed as well as for any additional sessions booked.

If **STUDENT** needs to cancel any appointment, **STUDENT** must give **TUTOR** at least **24 hours notice** to avoid being charged for the session and to have the right to re-schedule the session at a time mutually agreed upon by **STUDENT** and **TUTOR** without extra charges. The cost of the full session will be charged if **STUDENT** gives notice of cancellation less than 24 hours prior to session or if **STUDENT** does not give any notice at all. Another session may be scheduled, at the **STUDENT**'s request, to make up for the lost session. This session will be at an extra cost and will be charged at a rate of \$ _____ per hour (plus 5% GST). To make things fair, these rules work both ways. **TUTOR** must give **STUDENT** at least 24 hours notice to cancel. If **TUTOR** gives less than 24 hours notice, then **STUDENT** will get **30 minutes for free**. If **TUTOR** misses appointment without any notice, then **STUDENT** gets **1 full hour for free**. If **TUTOR** is late, **TUTOR** will owe **STUDENT** free time equal to the amount by which **TUTOR** is late.

A ten (10) minute waiting period is mutually agreed upon by **STUDENT** and **TUTOR** before cancelling the session. (i.e. if tutoring session was scheduled at 7pm, both **STUDENT** and **TUTOR** will wait for each other, as the case might be, until 7:10pm). If after 10 minutes one of the parties does not show up, the session will be cancelled and the conditions stated above will apply. If within the 10-minute waiting period the conditions to have the session are met, then the tutoring will start and will continue for 60 minutes (i.e. if session starts at 7:05pm, it will end at 8:05pm).

A cancellation may be given by email or a phone message, however direct phone contact should be attempted when possible so that an alternate time may be arranged if necessary. For this reason, **STUDENT** and **TUTOR** should provide all possible means of contact below.

The subject of tutoring in this contract is **ESL** and the **TUTOR** will teach and help the **STUDENT** in all the topics, vocabulary, grammar and / or conversation skills that the **STUDENT** requests and within the reasonable time limits established by this contract. Considering the fact that learning a language requires **daily practice and review**, it is the **STUDENT**'s total responsibility to study and practice everyday in order to achieve proficiency in the new language. The **TUTOR** will act as a **facilitator** in this learning process and will help the **STUDENT** in the areas that he or she requires more attention and work, however the **TUTOR** will **NOT** be responsible for the **STUDENT**'s entire learning process.

By signing below all parties agree to the terms of this contract.

Elio Masci _____ date: _____ **STUDENT** _____ date: _____

Tel: 604-299-3594 Cell: 604-307-1975 Email: masci@telus.net Tel: _____ Email: _____