



30 Years of Experience
gaskintutor.com 650.382.2253

2023-2024 POLICIES

CANCELLATIONS

We are very committed to our tutoring appointments. We will not change or cancel our appointments with you except for reasons of sickness or emergency. In return we ask that you:

- Please give us 24 hours notice when changing or canceling an appointment. Except in cases of sudden or severe illness or emergency, *less than 24 hours notice (or failed appointments) will be charged at the usual rate.* If you reschedule the appointment within the calendar week, there will only be a half-charge for the missed appointment. If the illness is not sudden or severe, the appointment will be charged at the usual rate.
- Please keep planned cancellations to a minimum. We allow two cancellations with 24 hours notice per semester. *After two cancellations for reasons other than school holidays, sickness or emergency, a half charges applies whether or not 24 hours notice is given.*
- Please notify us if you do not wish to keep your appointment on a school or bank holiday. Except for Thanksgiving weekend and winter break, we maintain our regular schedule unless you notify us that you would like to move your appointment or cancel it. Cancellations on bank holidays, religious holidays or the actual days of your child’s Spring Break will not count towards your two cancellations per semester.

CONTACT INFORMATION

Admin:		
☞ Jenn Gaskin	Cell: 650.207.4728	jenn@gaskintutor.com
Tutors		
☞ Susan Esswein	Cell: 650.766.9448	susan@gaskintutor.com
☞ John Gaskin	Cell: 650.207.0191	john@gaskintutor.com
☞ Jenna Schott	Cell: 415.351.9376	jenna@gaskintutor.com
☞ Vienna Thomas	Cell: 206.915.4098	vienna@gaskintutor.com

LIABILITY RELEASE

Gaskin Tutoring Services maintains the policy that a parent or other trusted adult (18 years of age or older) be present at all times during in-home or online tutoring sessions. We are aware that this may not always be possible. If you anticipate a time that you will not be present during your child’s tutoring session, you will need to have a Liability Release form on file in the office prior to the session.

Biology
 Chemistry
 Computer Programming
 English
 Mathematics
 Math Remediation
 Physics
 Spanish
 SAT/ACT Preparation

BILLING OPTIONS

1) *Flat Rate:* For the sake of convenience, some of our clients have requested a flat fee plan, similar to signing up for a regularly scheduled class. This monthly rate is the same regardless of whether a month contains 3, 4 or 5 lessons, and so is suitable for an auto-pay option payable for the month ahead on the 10th of each month beginning in August and ending in May.

	<u>Middle or High School Appointment</u>	<u>AP, College, or Remediation</u>
Founding Tutor	\$700/mo.	\$875/mo.
Senior Tutor	\$625/mo.	\$675/mo.
Associate Tutor	\$575/mo.	\$625/mo.

<u>Benefits of Flat Rate Plan:</u>	<u>Considerations of Flat Rate Plan:</u>
<ul style="list-style-type: none"> • Consistent cost/mo. suitable for autopay. • No limit rescheduling appointments within the calendar month of the cancellation as long as 24 hrs notice is given and an appointment is available. • One free exam time appointment with priority scheduling each semester (or two if receiving tutoring twice per week). • No extra charge during the four months in the year in which there are five weeks. 	<ul style="list-style-type: none"> • We ask that you stay with the Flat Rate Plan throughout a semester. • No refunds given for sickness or cancellation, but you may reschedule with 24 hours notice. • We work most school holidays (excluding Thanksgiving day and winter holidays), but if you choose not to have tutoring on a holiday, no makeups are given.

2) *Monthly itemized bill:* You will be invoiced for completed sessions the 10th of each month, payable upon receipt and **no later than two weeks after the billing date**. You may receive an e-mail reminder if your bill is tardy. A late charge will apply if your payment has not been received four weeks after the billing date. Billing will reflect the full scheduled appointment time, whether or not the student uses the entire appointment.

If payments fall more than three months behind, tutoring will be suspended until payment is received. Accounts must be up to date to be included in the fall scheduling process. In cases of dual custody, we consider the parent who signed the acceptance of our policies to be fully responsible for the charges.

	<u>Middle or High School Appointment</u>	<u>AP or College Appointment</u>
Founding Tutor	\$180/hr.	\$200/hr.
Senior Tutor	\$160/hr.	\$175/hr.
Associate Tutor	\$145/hr.	\$160/hr.
Remediation	\$200/hr. online or \$225 in person	