**Tutoring Policy for Tina Strohn**

**SESSIONS:**

In order to make adequate progress, I meet with each student twice a week for 50-minute sessions at the Dublin Library. It is important to be on time, because if there is another student directly after yours, I cannot extend the session. My current rate is $60 per session.

**PAYMENT:**

Payment for the upcoming month is due on the first of each month, based on the number of sessions scheduled. This amount can vary slightly due to holidays, which will be shown in advance on the calendar. You will receive a courtesy reminder from me a few days before payment is due; payment must be received in advance of tutoring sessions or they are subject to cancellation. I can accept cash, check, venmo, and zelle (written or sent to “OG Advantage Tutoring”).

**CANCELLATIONS:**

Consistency of sessions is very important for struggling readers, but I understand sometimes life happens and cancellation is unavoidable. If you must cancel a session and notify me at least 24 hours ahead of time, I will make every effort to schedule a make-up session with your student. Be advised that this can be tricky with busy schedules and reserving an available space, so there is no guarantee - but I will do the best I can to make it happen. No-shows with no communication to me may result in termination of our tutoring relationship. Besides losing the time I put into planning and preparing for lessons, I may lose my reserved space at the library if I have no-shows.

**REFUNDS:**

The only time a refund (or credit towards the next month) is given is if *I* have to cancel a session due to illness or an emergency. This should be rare; helping your child succeed is my passion and livelihood, and I take your trust seriously. I am honored to be working with your student!