



# RC SMITH TUTORING CENTER

*Providing HOPE to all to change the world.*

## Policy and Procedures

1. A “No - Show” fee of **\$25** will be charged to all students who fail to provide a **minimum of 24 hours notice** if they are unable to attend their scheduled tutoring sessions.
2. Tutorial fee payments are **paid in advance on a monthly basis** and are due at the first session of each month in order to reserve specific days and times.
3. Students must arrive and depart on time to ensure proper use of entire session.
4. All students must arrive prepared for their tutoring sessions, with all of their required materials (textbooks, notebooks, paper, pencils, pens, erasers, review sheets, syllabus, etc.) needed for RC Smith Tutoring Staff to instruct.
5. It is recommended that new students consistently attend tutoring sessions for a minimum of eight (8) weeks in order to experience a significant level of progress with designated subject matter. It is necessary for the school, instructor(s), student, parents and tutoring staff to support all academic efforts in order to ensure mastery of the subject matter. Success is guaranteed, based on consistent support from home, school the RC Smith Staff, and the student.
6. Debit & credit card payments are assessed a 4.0% (of the total payment amount) processing fee.
7. There is a \$35 return check fee for each returned check.
8. \$50 will be paid for referrals that lead to completed registration with RC Smith Tutoring Center. .
9. Refer to the RC Smith Christian Academy calendar for information on school closings and plan accordingly.
10. RC Smith Tutoring Center will follow the CMS school closing schedule for inclement weather.
11. Share any concerns/questions immediately with \_\_\_\_\_  
(Instructor), Mrs. Clyburn (Founding Director), or Mr. Clyburn (Executive Director).

I have read and agree to follow the policies and procedures of RC Smith Tutoring Center.

Parental/Guardian Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Contact Number(s): (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

Testing Date(s): \_\_\_\_\_ Assigned Tutor: \_\_\_\_\_

Registration completed by (signature): \_\_\_\_\_

Special Notes: