

Assigned Staff: \_\_\_\_\_



Lawrence Pincus  
& Associates, Inc.



## CONSENT FOR RELEASE OF PERSONAL INFORMATION/EDUCATION RECORDS

I, as the parent/guardian of \_\_\_\_\_,  
(Student)

information between LPA Tutoring Staff and

\_\_\_\_\_  
(Person or Facility)

\_\_\_\_\_

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Phone Number)

for the purposes of consultation, coordination, and development of services.

\*Additional educational and/or disciplinary records may be requested.\*

\_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\*This release is valid for one year from the above date

Assigned Staff: \_\_\_\_\_



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Name of student (**PLEASE PRINT**): \_\_\_\_\_

Grade: \_\_\_\_\_ Name of School: \_\_\_\_\_

Date: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Tutoring Location:

MICHIGAN CITY

VALPARAISO

MERRILLVILLE

Name(s) of legal parent or guardian, if student under age 18 (**PLEASE PRINT**):

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

If the student is a minor, the name of the designated "point person" with whom I will arrange sessions and communicate about tutoring business and goals:

\_\_\_\_\_

Home Address:

\_\_\_\_\_

Billing Address (if different from above):

\_\_\_\_\_

Point person email address: \_\_\_\_\_

Preferred method of communication: \_\_\_\_\_

Best times to reach the tutoring point person: \_\_\_\_\_

**SCHEDULING**

To schedule an appointment please call **219-252-5464** or **219-877-4772**.

This tutoring agreement may be terminated at any time by any party, within the cancellation policy guidelines above. If I must end the tutoring relationship for some reason, I will do my very best to give sufficient notice and provide referrals if requested.

**CANCELLATION POLICY**

You may cancel your tutoring session with no penalty up to 24 hours before the scheduled session. If, however, you cancel within 24 hours of the session, payment is due in full. Please initial here to verify that you understand this cancellation policy: \_\_\_\_\_

To cancel an appointment, call: **219-252-5464**

**CONFIDENTIALITY**

TUTOR will not at any time or in any manner, either directly or indirectly, use for personal benefit, or divulge, disclose, or communicate in any manner any information that is proprietary to LPA. TUTOR will protect such information and treat it as strictly confidential (including all student information). This provision shall continue to be effective after the termination of this Agreement. Upon termination of this Agreement TUTOR will return to LPA all records, notes, documentation and other items that were used, created, or controlled by the tutor during the term of this Agreement.

**STATEMENT OF WORK**

The student will come prepared to every homework helper session and provide the necessary materials needed to have a productive session with the tutor. The tutor will not be held responsible if the student fails to bring materials to work on during this session.

**SIGNATURES**

All parties agree to the above terms.

\_\_\_\_\_ (tutor)

\_\_\_\_\_ (student)

\_\_\_\_\_ (parent or guardian, if applicable)

## FEE AGREEMENT

Initial set-up fee for students **with** an IEP: \$150

Initial set-up fee for students **without** an IEP: \$75

Approximate program totals:

4 sessions per week	\$120-\$250
3 sessions per week	\$90-\$200
2 sessions per week	\$60-\$100
1 session per week	\$30-\$50

\*Prices may vary depending on program choice.

**The following is only for individual sessions:**

Time	Homework Helper(Ind.)	Homework Helper(Grp.) 2-4 kids	Remedial Tutoring(Ind.)	Remedial Tutoring(Grp.) 2 kids
30 minutes	not available	not available	\$30	\$25
60 minutes	\$40	\$30	\$50	\$40

**Tutoring Camps available during summer months.**

**See tutor or program director for more information.**

### AVAILABLE DISCOUNTS

Pre-paid 4 unit contract, 5% discount

Pre-paid 8 unit contract, 10% discount

Family contract (2 or more kids), always billed at group rate

Tutoring Camp – families with more than 1 child attending, will pay 2<sup>nd</sup> week rates

The point person agrees to pay the tutoring fee in advance or at the beginning of the tutoring session.

All checks will be made out to:

**2005 Valparaiso Street, Suite 209  
Valparaiso, IN 46383**