

Suzanne Ferguson  
Home: 612-825-1629  
Cell: 952-221-3368  
Email: ferguson.suzy@gmail.com  
4752 Lyndale Avenue South  
Minneapolis, MN 55419

**TUTEE INFORMATION:**

Last: \_\_\_\_\_ First: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ home cell work (circle one)

2<sup>nd</sup> Phone: \_\_\_\_\_ home cell work (circle one)

Email: \_\_\_\_\_

Course: \_\_\_\_\_ Book: \_\_\_\_\_

School/Grade: \_\_\_\_\_

**PARENT/GUARDIAN INFORMATION:**

Name of Parent/Guardian: \_\_\_\_\_

Address (if different than above): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ home cell work (circle one)

Email: \_\_\_\_\_

**CONTRACTED RATE OF PAY:**

**Hourly Rate:** \_\_\_\_\_ (Base Rate)

Location 1: \_\_\_\_\_ **Additional Transportation Rate:** \_\_\_\_\_

Location 2: \_\_\_\_\_ **Additional Transportation Rate:** \_\_\_\_\_

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### TERMS OF SERVICE

1. Tutee will pay Suzanne at the conclusion of each session by cash or check unless other payment arrangements have been previously agreed upon.
2. In the event that either Suzanne or the tutee is late the other party will remain at the agreed upon site for 15 minutes after the scheduled meeting time before the appointment is considered a no-show.
3. If the tutee is a no-show and has not canceled the appointment 24 hours in advance, he/she will pay Suzanne for 1 hour of service.
4. If the tutee arrives for a session without materials (books, notes, etc) and has nothing for Suzanne and the tutee to work on, Suzanne reserves the right to cancel the appointment and it will be considered a no-show. The tutee will pay Suzanne for 1 hour of service per #3.
5. The tutee may bring additional students to the session, but the hourly rate will be changed accordingly.
6. The tutee will not smoke cigarettes, use alcohol or bring any illegal substance into Suzanne's home.
7. Regardless of the time and money spent with Suzanne, she does not offer any guarantees on grades, grade improvement, class rank improvement, test scores or college placement. There is no money back or satisfaction guarantee.
8. Suzanne reserves the right to terminate the tutor/tutee relationship at any time without cause or explanation.

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Tutee

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Suzanne Ferguson

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Parent or Guardian

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Date