

## 2ELearning Policy Contract

### Responsibilities:

- Student, student's guardian (if student is under 18), and 2EL representative must all sign the [Responsibilities Agreement](#) before tutoring begins.

### Cancellations:

- Sessions will be cancelled at least 24 hours in advance.
- If student cancels with less than 24 hours' notice, student will be charged for a one-hour session.
- If meetings are in person and student is sick, student is required to cancel session regardless of notice. If in-person session is not cancelled when student is sick, session will be cancelled at time of meeting and student will be charged for a two-hour session.

### Payment:

- Cash payments will be paid at the end of each session.
- PayPal payments will be paid within 48 hours of invoice.
  - Invoices may be sent per session, weekly, or monthly.
- Sessions may be scheduled and pre-paid up to 1 month in advance.
  - Pre-paid sessions are not refundable.
- Due accounts must be paid prior to the next session.

### Liability:

- A parent/guardian or parent/guardian-approved chaperone over 21 years of age will be present for all sessions with any student under 18 years of age.
- No representative of Exceeds Expectations Learning has ever been convicted of any crime, and specifically that they have never been convicted of any sex-related or child abuse-related offenses.
- All representatives of Exceeds Expectations Learning certify that they are capable of passing a background check for any job working with children.

Signature of Responsible Party: \_\_\_\_\_

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

Signature of 2EL Representative: \_\_\_\_\_

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