

Policy Statement for Tutoring at American Heritage School



Registration

- Prior to the commencement of any tutoring sessions, parents must register their child for tutoring with the specific tutor desired and finalize the tutoring schedule with the school registrar (Grades 6-8 tmorse@ahsmaail.com, Grades 9-12 mhendrickson@ahsmaail.com).
- Tutors and tutoring rates can be found on the [Parent Portal tutoring page](#).

Payment

- Tutoring rates are posted on the [Parent Portal tutoring page](#).
- All payments will be made to the tutor on a weekly or monthly basis as agreed upon between parent and tutor.

Attendance

- When at least 24 hours' notice of session cancelation is provided by the parent to the tutor, there will be no charge for that session.
- When at least 24 hours' notice of the need to cancel a session is not provided to the tutor, there will be a charge for that session.
- If a student arrives late for a session, the fee will not be adjusted to make up for the student's tardiness.

I, the undersigned, have read, understand, and agree to abide by all details of this policy statement.

Print Name

Signature

Date

Character > Scholarship > Liberty