



302 Main St. Suite 201
Los Altos, CA 94022
info@greenivyed.com
650.472.0617

Student's name: _____ Age: _____ Birthdate: _____

Grade: _____ School: _____

Parents' names: _____

Address: _____

City: _____ Zip code: _____

Home phone: _____ Student's cell phone: _____

Cell/work phone: _____

Parent's e-mail: _____ Student's e-mail: _____

Names of teachers/subjects:

What subjects or skills would you like us to emphasize during tutoring?

1. _____

2. _____

3. _____

Has your child ever been tested for learning disabilities? Yes _____ No _____

If yes, please attach a copy of the results.

Does your child have an Individual Education Plan (IEP)? Yes _____ No _____

If yes, please attach a copy.

Please describe any health conditions or medications of which we should be aware.

Progress reports, copies of any testing, and work samples are all helpful for developing the appropriate learning plan for your child.



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Rates and Payments

Statements are mailed on the 20th of each month and are due by the 1st of the month. Payments are due in advance of the month's tutoring. Late payments will be subject to a \$10 late charge. Returned checks will result in a \$15 fee. Clients who are two months behind in payments are subject to be dropped from the program.

Cancellation policy

Once a schedule is set up, the time(s) you have chosen are reserved for your child. If a student needs to re-schedule a session, please email the office at scheduling@greenivyed.com at least 24 hours in advance. If a make-up is requested for the missed appointment, it must be made up within the same month as the tutor's schedule allows (all efforts will be made to accommodate a make-up session). If less than 24 hours notice is given for a cancellation, any make-up session will be charged as an additional session. If a tutor needs to cancel a session, a refund or credit will be issued if a make-up session is not desired.

We ask for at least fifteen days notice before rolling off a tutoring program.

Holidays

Green Ivy Educational Consulting honors national holidays, however, we maintain our normal schedule on teacher in-service days or minimum days. Since we have students from many different school districts and private schools, our holiday observances may be different from your school's closure. Each statement includes holiday observances for the upcoming month, however, feel free to call/email if further clarification is needed.

Understanding and Disclosure Agreement

I have read and understand the above items and have answered all the questions to the best of my ability. I also understand that I am responsible for the payment/billing arrangements and agree that I am/spouse is the responsible party for payment.

Parent's Signature _____ Date: _____

Parent's Name _____

Student's Name _____