

# THE MURPHY-CATES LEARNING CENTER

A Service of Understanding the Way, Inc.

## TUTORING POLICY STATEMENT

(Please initial each statement.)

- ❖ The Murphy-Cates Learning Center is a private educational organization, which provides tutorial instruction and services in academic and educational subjects. It does not provide medical or psychological services.

\_\_\_\_\_  
(initial)

- ❖ Each student's test results, customized curriculum, and evaluations are the confidential property of the Murphy-Cates Learning Center and will not be released to anyone without written permission from the student's parent or legal guardian.

\_\_\_\_\_  
(initial)

- ❖ Service is provided on a monthly basis. Tuition fees are due and payable by the fifth (5) of the month. A late charge of \$25.00 will be added after the fifth of the month, unless other arrangements have been made by the first of the month. An 18% interest charge will be added to all balances over thirty (30) days old. Other fees are as follows:

### Tutoring options and fees:

\_\_\_\_\_ 2 hours per week: \$325.00 per month

\_\_\_\_\_ 3 hours per week: \$455.00 per month

\_\_\_\_\_ 4 hours per week: \$565.00 per month

\_\_\_\_\_ 5 hours per week: \$620.00 per month

\_\_\_\_\_  
(initial)

Materials fees: Initial start up materials cost is based on the student's curriculum requirements and special needs. This cost covers the specific resources required to implement the student's individualized curriculum: \$150.00 minimum plus a \$25 technology fee, payable in four installments; \$50, \$50, \$50, \$25.

Late pick-up fees: A late pick-up fee is assessed if a student is not picked up promptly after a session. The regular hourly rate will be charged with a quarter-hour (\$8.75) minimum.

Check return fee: All returned checks carry a \$30.00 fee.

Consulting Fees: Consultations with Brenda Murphy and the staff of MCLC are included in the cost of the programs. Explanation of diagnostic test results and other consultation services on behalf of students not enrolled as a full-time or tutoring student is \$85.00 per hour. The first hour's consultation fee is payable with the evaluation deposit.

\_\_\_\_\_  
(initial)

- ❖ If accounts become 30 days delinquent, the student will take a break from classes until the account is brought up to date.

\_\_\_\_\_  
(initial)

\*Small groups include only students who are specifically paired together by similar profiles and staff recommendation. This option is not available to all students.

- ❖ Testing fees are paid directly to Dr. Paul Cates when administered. A \$305.00 deposit is required before evaluations with Dr. Cates can be scheduled. Deposit includes \$225.00 for Dr. Cates' fees and \$85.00 for an hour of consultation time with Brenda Murphy.

\_\_\_\_\_  
(initial)

- ❖ Each student's sessions are individually customized and space is reserved exclusively for that student. Each student is expected to attend every session. If a student misses a session, the session will be made up within one month of the date of absence, as space is available. Credit to the account cannot be given for sessions missed.

\_\_\_\_\_  
(initial)

- ❖ An Objectives and Curriculum Plan will be presented before each student begins a course of study.

\_\_\_\_\_  
(initial)

- ❖ Parents, legal guardians, or individuals bringing the student to the Murphy-Cates Learning Center assume responsibility for payment of the minor's account.

\_\_\_\_\_  
(initial)

I have read The Murphy-Cates Learning Center Tutoring Policy Statement and fully understand all aspects of it, including my responsibility for services rendered.

\_\_\_\_\_  
(signed)

Parent of Legal Guardian of \_\_\_\_\_

\_\_\_\_\_  
Date