

## Lit Space Learning Tutoring Agreement

Our goals as teachers are to encourage and inspire students with every lesson. We aim to have a low-stress, high-fun environment. Please read this agreement, sign it, take a picture, and send it back to [hello@litspacelearning.com](mailto:hello@litspacelearning.com).

**SPECIALS:** The tutoring fee is \$90/hour lesson/student. If you are interested in a longer-term arrangement, you have the option of paying for a nine session block with the tenth lesson free. Please know that block payments will not be refunded unless we discontinue the service. **Referrals:** If you introduce me to a new student, after that client's fifth session, you get a free lesson!

- 1) You will receive a recurring Zoom link before we meet. Please make sure you save it somewhere accessible. A Google Drive will be shared where parents, teacher, and student can access the work at any time.
- 2) If paying by the session, payment is due within 24 hours. Block payment: \$810 (tenth session is free.)
- 3) Preferred method of payment is Zelle. Most financial institutions/banks have this direct bank-to-bank payment option within their app.

For Lisa Schulman: Send Zelle payment to [write@lbschulman.com](mailto:write@lbschulman.com) or Venmo at @Lisa-Schulman-3.

For Annalise Schulman: Send Zelle payment to [annalisekschulman@gmail.com](mailto:annalisekschulman@gmail.com) or Venmo @Annalise-Schulman.

- 4) Cancellations: You will not be charged as long as you give as much notice as possible (preferably 24 hours or more.) In the case of illness, even a few hours is fine. We understand emergencies and unusual school demands. Life happens! We are generally flexible as long as there are not frequent cancellations.
- 5) Missed appointments: Mistakes happen. We allow each student a missed appointment free of charge. After that, we have to charge the fee unless circumstances have been discussed prior. It's best to set your phone alarm a few days before our appointment so you have time to cancel if something else conflicts, as well as 15 minutes before we meet as a reminder.
- 6) We sometimes go over our hour, no charge to you. If we need more than our set hour, and the student wants to add on real time, we will seek out parental permission for the extra cost incurred. If you are late to our meetings because of non-tutoring related reasons, the student may not get the full hour.
- 7) Teacher or student may discontinue services at any time for any reason, such as lack of effort/interest on the student's part or an ill fit due to the student's needs versus my capabilities.
- 8) With any schedule changes, please text Lisa right away on WhatsApp at +1 415.497.2007 or write at [write@lbschulman.com](mailto:write@lbschulman.com). For Annalise, WhatsApp +1 415.272.2922 or write at [annalisekschulman@gmail.com](mailto:annalisekschulman@gmail.com)
- 9) It can be difficult to change times around, due to other scheduled classes. Please try to avoid many time changes to avoid disruption and scheduling conflicts.

Please return the signed agreement via email. We look forward to working with you or your student! Questions?  
[hello@litspacelearning.com](mailto:hello@litspacelearning.com) website: <https://www.litspacelearning.com>

Student Name (s): \_\_\_\_\_ Student Gmail (for Google Drive): \_\_\_\_\_

Parent/student name and ph. Number(s): \_\_\_\_\_

City, State \_\_\_\_\_ Parent signature: \_\_\_\_\_