

Eigen Tutoring

www.EigenTutoring.com

📍 1819 Central Street, Apt 5R, Stoughton MA 02072

☎ (781) 244-7223 ✉ Support@EigenTutoring.com

HOURLY TUTORING POLICY (1-on-1)

1. Students/Parents are responsible for providing all materials required to successfully complete the course of lessons. Materials include but not limited to Curriculum, Syllabus, Textbooks, Practice Books, Online Access Codes, Technology and/or Electronic Devices etc. Unless otherwise was stated by Eigen.
2. **We don't not provide solutions for assignments** nor will help with live/take-home **Quizzes or Exams** or any form of homework assignments. No exceptions made.
3. We **guarantee improvement of enrolled students** but we **Don't** guarantee certain results or scores. Performance of students is a function of their intellectual capabilities, personal skills, attention to details, ability to follow instructions and **hard work** in addition to our high-scale help.
4. By booking any lessons; you agree to the following:
 - **Registration/Enrollment:** Registration is on first-come-first-serve basis. Students can self-register using our website without notice. Also, Students can register by arranging with us directly. no assessment needed. If a student/parent requests an assessment they will have to schedule it as a regular lesson.
 - **Payment:** Every scheduled lesson must be pre-paid. Upon registering students/parents agree with Eigen Tutoring policies and authorize Eigen Tutoring & Technology represented by AHMAD NOFAL to process payments at the time of their booking.
 - **Refund:** All payments are final. They are non-refundable, non-transferable and non-negotiable. Thus no refund will be issued. No adjustment of payments will be discussed after booking.
 - **Schedule:** Each lesson is 55 minutes (most lessons extend to 60 minutes). Pre-scheduled lessons do NOT qualify for re-scheduling and/or make-up (bookings are final).
 - **Meeting:** All hourly lessons take place online via Teams/Zoom. In-person lessons are held per appointment at our classroom. All document exchange takes place via MS OneDrive and MS SharePoint. Students must verify their web connectivity, audio and video settings prior to class time. Technology fee applies monthly for long term students.
 - **Attendance:** Students must report to their class within 10 minutes of its starting point and not earlier than 5 minutes. If a student fails to join/attend within the first 10 minutes they are marked as "no show" and class is canceled. During online classes; students must have their camera/microphone turned "ON" all the times. During in person classes; food, drink, cameras, digital recorders and phones are not allowed in the classroom. HW and all other material must be submitted 24 hours before the class time otherwise it wont be graded. Any evident use of mobile devices will end the lesson and terminate the student's enrollment. Students are not allowed to record meetings.
 - **Lesson Cancellation:** Not permitted.
 - **Make-up:** Not permitted. No Make-up will be offered."No Show" is considered as met.

By signing below I agree to all points above.

Print Name: _____ Signature: _____ Date: _____

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Disclaimer

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By signing below I acknowledge the disclaimer above and will adhere to it.

Print Name: _____ Signature: _____ Date: _____

Agreement to Pay

I agree to pay Eigen Tutoring, represented by Ahmad Nofal. Accordingly I give permission to the last to process online payments of the agreed amounts (or as needed). I understand that payments processed are non-refundable, non-transferable and non-negotiable. I also understand that cancellation of hourly booked lessons is not permitted. Thus I hold responsibility of the consequences.

Print Name: _____ Signature: _____ Date: _____