



Service Agreement and Policy Handbook

Effective Date: 09/15/2023

This Service Agreement and Policy Handbook ("Agreement") outlines the terms and conditions of the educational services provided by Vista Tutor ("Vista Tutor," "we," "our," or "the organization") to the enrolled students and their parents or guardians ("you" or "the parents"). By registering your child in our programs, you agree to comply with the policies and procedures outlined in this Agreement.

Description of Educational Value:

Vista Tutor is dedicated to providing high-quality tutoring services in math and English. Our programs offer a focused educational experience, aiming to strengthen students' proficiency in these subjects and foster critical thinking, creativity, and literacy skills.

Program Details:

- a. Program Offerings: Vista Tutor provides tutoring services specifically in math and English for students. Our goal is to enhance their understanding and performance in these subjects.
- b. Program Duration: The duration of each tutoring session may vary based on individual needs. Specific program details, including scheduling, will be provided upon enrollment.

Enrollment and Fees:

- a. Enrollment Process: To enroll your child in our tutoring programs, you are required to complete the enrollment form and provide accurate and up-to-date information.
- b. Tuition and Fees: Details regarding tutoring fees, payment schedules, and any applicable discounts will be provided separately. It is the responsibility of the parents to ensure timely payment of all fees.

Code of Conduct:

- a. Student Behavior: Vista Tutor maintains a positive and inclusive learning environment. Students are expected to adhere to our code of conduct, which promotes respect, cooperation, and dedicated effort in their studies.
- b. Discipline Policy: Our organization has a clearly defined discipline policy that outlines the consequences for inappropriate behavior. We encourage open communication with parents to address any concerns promptly.

Confidentiality and Privacy:



a. Confidentiality: Vista Tutor respects the privacy of our students and their families. Any personal or confidential information shared with us will be handled in accordance with applicable privacy laws and our organization's privacy policy.

b. Media Release: We may request your permission to use photographs or testimonials of students for promotional purposes. Your consent will be sought separately.

Withdrawal and Refund Policy:

a. Withdrawal Process: Should you wish to discontinue the tutoring services, a written notice must be provided in advance, specifying the last session date.

b. Refund Policy: Our refund policy will be communicated to you separately, outlining the applicable timelines and conditions.

Limitation of Liability:

While we strive to provide a constructive learning environment, Vista Tutor cannot be held liable for any loss, injury, or damage that may occur during the course of our tutoring sessions. Parents are responsible for ensuring the safety and well-being of their children.

This Agreement represents the entire understanding between Vista Tutor and the parents regarding the tutoring services provided. Any modifications to this Agreement must be made in writing and signed by both parties.

By signing below, you acknowledge that you have read, understood, and agreed to the terms and conditions outlined in this Service Agreement and Policy Handbook.

Parent/Guardian Signature: _____

Date: _____

Printed Name: _____

Vista Tutor

6161 Busch Blvd, suite 100

Columbus, Ohio, 43229

208-943-0163



Registration Form

Guardian's Information

First Name:

Last name:.....

Email Address:.....

Phone number:.....

Address :.....

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Student's information:

First Name:.....

Last Name:.....

Grade:.....

School Name:

Interests:.....

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Comment :

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