

**JAMIE DICKENSON, LLC**  
**TUTORING CENTER AGREEMENT**  
**For the academic year 2011-2012**

This agreement is made and entered into on \_\_\_\_\_ (Effective Date) between Jamie Dickenson, LLC and \_\_\_\_\_ Account Holder for \_\_\_\_\_ Student(s)

**1. Appointments:** All student services are scheduled by appointment only on a minimum one hour basis. The Student may choose in-house or online appointments. The Account Holder or Student has the ability to book, change or cancel their own appointments choosing any available subject, tutor, date or time using the appointment scheduling link located on the Tutoring Center page at [www.JamieDickenson.com](http://www.JamieDickenson.com).

In-house appointments are available during regularly scheduled office hours. Online appointments via AskOnline.net are available at each tutor's discretion making tutoring a possibility 24 hours a day, 7 days a week, 365 days a year. All online tutoring sessions are recorded and reviewable as long as the Account Holder maintains their Tutoring Center account.

**2. Fees:** Fees are calculated for services rendered on a weekly basis starting on Sunday and ending on Saturday. The fee schedule based on the total number of hours incurred weekly is as follows:

<b>First Hour:</b>	\$60	
<b>Second hour:</b>	\$55	(8.33% discount)
<b>Third hour or more:</b>	\$50	(16.67% discount)

Telephone, research and/or email correspondence between the tutor and Account Holder concerning the student are included in total hours for the week billed in 15 minute increments at the applicable rate

Tutoring is based on one student per tutor unless authorized in advance by Jamie Dickenson. If authorization is granted for multiple students in one session, there will be no reduction in the hourly price per student.

**3. Cancellation Policy:** The Account Holder agrees to pay for any missed appointment that is not cancelled at least 24 hours prior to the scheduled time at a rate of \$60. Emergency absences will be considered on an individual basis by Jamie Dickenson.

**4. Payment:** The Account Holder agrees to open an account with Jamie Dickenson, LLC by signing the Credit Card Authorization Form below. Accepted forms of payment are debit cards (except those requiring a Personal Identification Number) or credit cards (VISA, MasterCard, Discover and American Express). Cash or checks are not accepted methods of payment. The Account Holder's credit card is stored in a database using Extended DES encryption.

The Account Holder will receive by email a detailed invoice for total fees incurred with the addition of sales tax at the end of each week. The account will be charged to pay the invoice in full at the time of billing. The Account Holder will also receive by email a monthly statement.

**5. Termination:** This agreement will expire on May 31, 2012. However, Jamie Dickenson, LLC or the Account Holder may terminate this Authorization Agreement with one week notice.

**Account Holder Information**  
(as it appears exactly on the credit card)

Name \_\_\_\_\_

Billing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Circle Credit Card Type:    VISA    MasterCard    Discover    American Express

Credit Card Number \_\_\_\_\_

CCV Code \_\_\_\_\_                      Expiration Date \_\_\_\_\_

Signature of Cardholder \_\_\_\_\_

Authorized Signature of Jamie Dickenson, LLC \_\_\_\_\_