

## Columbus Academy Student and Tutor Guidelines

1. Tutors provided through the Columbus Academy Tutoring Center are pay rolled by Columbus Academy. All the necessary taxes are withheld. After a match has been made, it is necessary to complete this form and return it to the Special Programs Director. All schedule changes and fee requirements must be submitted to the Special Programs Director prior to the start of the tutoring agreement.
2. There is a standard hourly rate for tutors through the CA Tutoring Center. To get more information about the hourly rate please contact: Alyssa King at 614-509-2529 or [Alyssa\\_King@columbusacademy.org](mailto:Alyssa_King@columbusacademy.org). All fees are due to the Columbus Academy Accounting department prior to the first lesson so that payroll can be set up for the tutor. Once a tutoring arrangement has been made and payment has gone to the tutor, it is up to the tutor to issue any refunds to the family.
3. Irregularity and tardiness are generally not tolerated. Therefore, please adhere to a cancellation policy that both parties agree is fair. Should termination of a tutorial agreement become necessary, the student (student's family) and or the tutor will need to report that to the CA Tutoring Center.
4. It is the tutor's responsibility to secure his or her own teaching materials. Access to CA materials is limited to space, technology, non-consumable goods. Paper, pencils and other materials as deemed necessary by the tutor are up to the student to provide.
5. When tutoring through the CA Tutoring Center, it is essential that no conflict of interest occur with Columbus Academy students. In the case of **music lessons**, tutors will acquire an additional signature from the division head that will be necessary prior to the lesson start date.

Confirm times and days for tutoring sessions:

Mondays	Tuesdays	Wednesdays	Thursdays	Fridays

Student's Name: \_\_\_\_\_ Tutor's Name: \_\_\_\_\_

Confirm Start Date: \_\_\_\_\_ Confirm Location: \_\_\_\_\_

Confirm Fee \$ \_\_\_\_\_ / \_\_\_\_\_. Total number of hours applicable to this agreement: \_\_\_\_\_

CA accounting by must receive payment by: \_\_\_\_\_

Confirm "Cancellation Policy": \_\_\_\_\_

Confirm what student wants to learn: \_\_\_\_\_

Please reconfirm that these guidelines have been read and understood: \_\_\_\_\_

\_\_\_\_\_  
Tutor Signature

\_\_\_\_\_  
Student (Student's guardian)

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Phone #

Division Head Signature: \_\_\_\_\_

Please make all checks out to: The Columbus Academy