

Columbus Academy Tutoring Contact Information

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**Columbus
Academy**



Tutoring at CA

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How does the tutoring system work?

Columbus Academy's tutoring system operates through a matching process overseen by Special Programs Director Alyssa King (Kinga@columbusacademy.org). Families seeking tutoring services must submit their request via the "[CA Tutor Request](#)" form.

The form requests the following information:

- Student's name
- Age & Grade
- Subjects for tutoring
- Preferred location, dates and times
- Teacher requested (if applicable)
- Any special needs/ accommodations
- Tutor preference
- Brief explanation of tutor expectations

What happens after a match is made?

Once a request has been submitted, a search is started and if a match is established, Alyssa King connects the family and the tutor. When a match has been established, the tutor will initiate a contract. The contract can be accessed online:

CA Tutoring Contract

Once the contract has been completed by the tutor and family, a copy of the contract, and any applicable waiver, should be submitted to Alyssa King. All communication will happen between the tutor and parent from that point forward.

The completed tutoring contract is to be submitted to Alyssa King prior to any tutoring session start date. It is suggested that copies be made and submitted with payments.

Who are the tutors available?

Tutors provided through Columbus Academy are teachers that have been vetted by Columbus Academy. Most of them are CA faculty and Summer Experience instructors, with a few exceptions being local teachers and other professionals.

Note to teachers: If you meet the criteria above and would like to be included in the CA tutoring list, please contact kinga@columbusacademy.org and fill out the "[Tutoring at CA](#)" form.

Where does tutoring take place?

Tutoring may take place on or off CA's campus. If the tutoring session is held on campus, access to CA materials is limited to space, technology and non-consumable goods. Paper, pencils and other materials may be required to be provided by the student. Any teaching materials required will be provided by the tutor.

What is the cost?

The standard hourly rate for tutoring on CA's campus is \$75 per hour for teachers and \$95 per hour for specialists. For any off-campus tutoring, the hourly rate is at the discretion of the tutor, but it is recommended to follow the standard pricing structure.

How is payment handled?

All contracts and fees for **on-site** tutoring are due by paper check to Columbus Academy's Business Office prior to the first tutoring session. All checks must be made out to **Columbus Academy**. Frequency and duration of tutoring as well as payment schedule will be established by the tutor and family. Off-campus tutoring payments and transactions are handled between the tutor and family and are not processed by CA's Business Office.

What is the cancellation policy?

The cancellation policy will be an agreement that both the tutor and family believe is fair. Once a tutoring agreement has been signed and payment has been submitted, it is up to the tutor to issue any refunds to the family.

Upon tutoring completion or termination of a tutorial agreement, the family and/or the tutor must inform Alyssa King.

Are there any additional guidelines?

If a teacher needs to tutor a student in their assigned grade or provide music lessons, they must obtain an additional signature from the Division Head to ensure there is no conflict of interest with Columbus Academy students. In such cases, the CA Tutoring Conflict of Interest Waiver must also be signed. The waiver can be accessed online:

Conflict of Interest Waiver