



Individual Tutoring 2023-2024

Oak Hill Academy offers Individual Academic Tutoring for students who require additional one-on-one instruction and practice in classroom subjects such as math, reading comprehension, written expression, study skills, and homework assistance.

Schedule and Payment Information:

The rate for tutoring is \$45.00 for each half-hour session (\$90.00 per hour). The frequency and length of sessions vary according to each individual's needs. Students typically attend one or two half-hour sessions each week. Academic tutoring is primarily provided by classroom teachers and is available before and after school.

Tutoring services are scheduled on a semester basis. A contract will be issued specifying the dates and times of sessions for the semester, the name of the tutor, the number of sessions scheduled, the rate per session, and the total cost for the semester.

All payment for tutoring services will be processed through FACTS Tuition Management. The following options are available:

- Payment by *ACH bank transfer* or *credit card* for the *total* cost of the semester, due by September 25, 2023.
- Payment by *ACH bank transfer* or *credit card* in three equal installments. For the Fall 2023 semester, payments will be due on September 25th, October 25th, and November 25th. Families choosing this option will receive email reminders for the second and third installments, but not additional invoices.
- Note that all credit card payments include a service fee processed by FACTS.

Registration information:

To enroll your child in individual tutoring, fill out and return the attached request form. All families must submit a request form for the 2023-2024 school year, even if their children previously attended tutoring. Students who are continuing in tutoring from previous semesters will be given priority in scheduling until **Monday, August 14, 2023**. Beginning on Tuesday, August 15th, students will be scheduled in the order that their requests were received. Once all available tutoring times have been filled, parents will be notified that their student has been placed on a waiting list. Fall tutoring sessions will begin the week of September 4th and continue through the beginning of December. Spring tutoring sessions will begin the week of January 22, 2024.

For more information, please contact:

Karen Crance, MS, CCC-SLP, Director of the Therapy and Tutoring Clinic

kcrance@oakhillacademy.org

214-353-8804 ext. 111



OAK HILL
ACADEMY

Request for Individual Tutoring 2023-2024

To enroll your child in individual tutoring, please return this form to the Oak Hill Academy office or to kcrance@oakhillacademy.org. Students who were previously enrolled in individual tutoring will be given scheduling priority until **Monday, August 14, 2023**. After this date, students will be scheduled in the order that their requests were received. **Please contact Karen Crance, Director of the Therapy & Tutoring Clinic, with any questions.**

Student Information

Name:		
Age:	Birthday:	Grade:

Parent/Guardian Information

Name:
Email Address:
Billing Address: <i>Please include street address, city, and zip code</i>
Primary phone number: Phone Type: ___ Mom's cell ___ Dad's cell ___ Mom's work ___ Dad's work ___ Mom's home ___ Dad's home

Please provide the following information about the subject area that your child needs assistance with and the schedule that you would prefer. You will be contacted to confirm a schedule.

Subject Area?
Number of sessions per week? Length of sessions? Note: Most children attend one or two 30 minute sessions per week.
Please indicate all of the times that your child is available. Tutoring sessions are available before or after school. Before School: ___ Monday ___ Tuesday ___ Wednesday ___ Thursday ___ Friday After School: ___ Monday ___ Tuesday ___ Wednesday ___ Thursday
Please indicate your preferred type of payment plan ___ Payment in full at the beginning of the semester or ___ Payment in three installments Note: All payments will be processed through our FACTS Tuition Management System.

For Office Use Only: Received on _____ (date) at _____ (time) by _____ (staff member)