



Learning Support Mentors



# Proposal

Tutoring Service

**Prepared By :**  
Paige Anthony

**Paige Tutors**  
Edmonton, AB



# About Us



**Maddy**

Tutor  
2nd year Nursing Student



**Paige**

Team Lead, Tutor  
4th year BSc/BEd Student



**Tessa**

Tutor  
2nd year BSc/BEd Student

With a wide variety of expertise and specialization, our team is dedicated to providing you the best learning support possible.

# Our Scope

We provide a custom learning experience for every student to improve their understanding and enthusiasm for education.

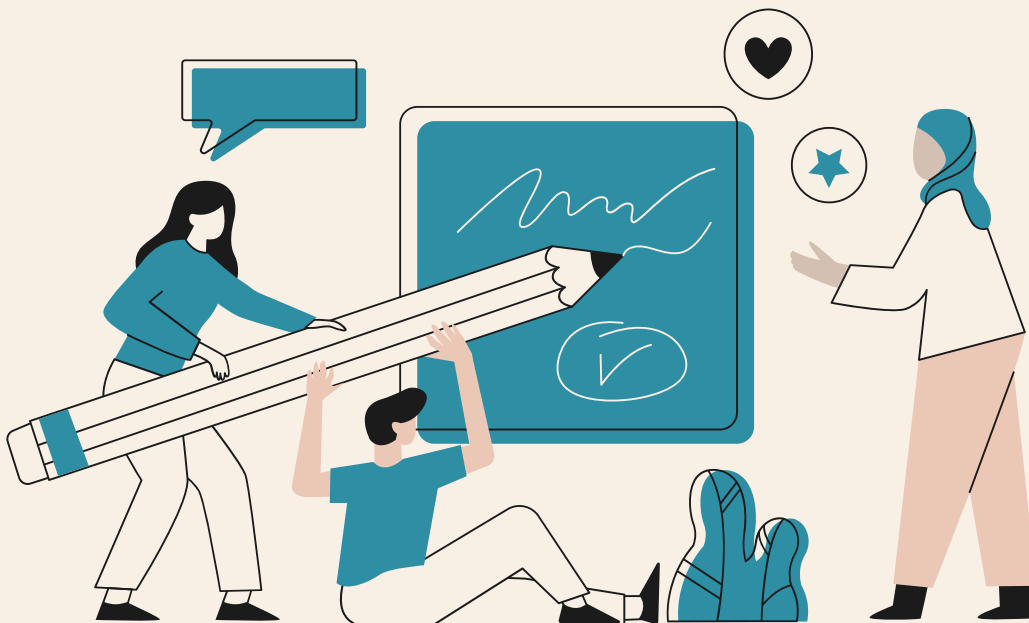
Our main **methods** are as follows:

- Hands-on demonstrations using physical objects (manipulatives).
- Use of appropriate visual aids (custom or pre-built).
- Conversational questioning to guide and inform the learning process.
- Workshopping written problems to improve testing abilities.

Our primary **focus** is in the following areas:

- Helping students with learning difficulties or disabilities (ADHD, Dyslexia, etc.).
- Critical thinking and reasoning skills, in all subjects.
- Technical skills for each subject.

While we specialize in these areas, I am happy and excited to work with students who fall outside of these categories.



# Pricing

## Prepayment

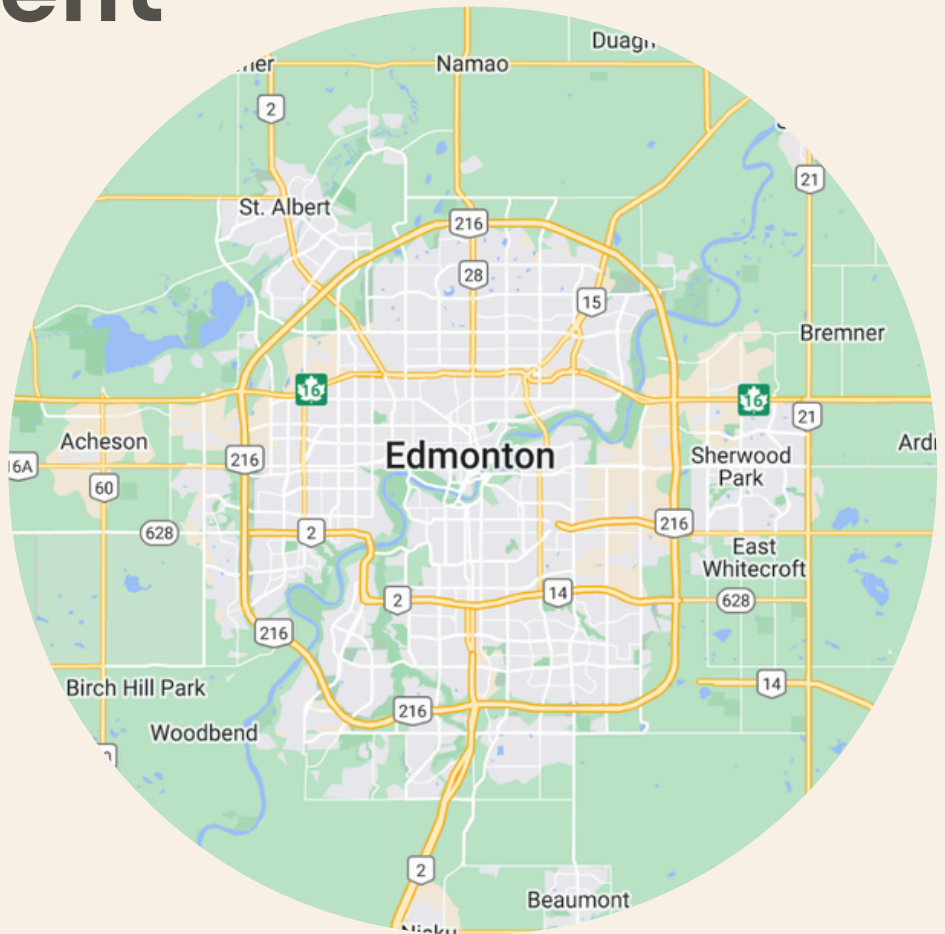
Prepayment is required. (See Conditions 2.3)

## Rate

\$70 per hour.

## Travel

Anywhere in Edmonton.  
No travel fee.



## Booking and Cancellation

- Minimum session length is 1 hour.
- Cancellation of an appointment must be done 72 hours in advance in order to be eligible for a refund.
- In the event of client sickness, the tutor may cancel a session at any time and the client may not be entitled to a refund.
- This proposal must be returned with a signature/e-signature before booking a session.
- Booking with less than 7 days of notice may incur a fee.

# Schedule of Service

Description	Tutors Services
Initial Consultation	✓
Travel	✓
Coordination with teacher	✓
Independent Scheduling With Student	Age Dependent
Time Management Assistance	✓
Subject / Topic Preparation	✓
Activity Supplies	✓
Everyday Stationary	x
Homework for Hire	x

# Responsibilities

1.1 • The Tutors's services are defined in the Schedule of Service attached herewith.

1.2 • The Tutor will provide the services in accordance with this contract and with the degree of care, skill, and diligence normally provided by a Tutor in the performance of comparable services.

# Conditions

2.1 • The client who signs this contract is responsible for payment.

2.2 • The tutor may cancel an appointment at any time. Upon cancelation, a refund will be issued to the client if payment has already been recieved.

2.3 • Invoices will be based on booked appointments and issued at the time of booking. Invoices are due upon receipt. Services may be withheld and we may, at our sole option, terminate this contract without penalty if all invoices are not paid at least 3 days before the earliest booked appointment. A fee of \$300 will be charged on all invoices overdue 30 days.

2.4 • Any materials provided by the tutor may only be used for the student as specified. Copyright for the materials prepared by or on behalf of the Tutor belong to the Tutor. The Planning, Designs, Digital Assets, and Writings are instruments of the Tutors service and shall remain the property of the Tutor whether the Student for which they are made uses them or not.

2.5 • Additional services shall be carried out only as requested by the client.

2.6 • The agreed-upon rate will be honored until the end of the last exam for which the tutoring service is being used for, after which the tutor may terminate this contract.

2.7 • For the purpose of this contract, the client is responsible for carrying sufficient personal injury, property damage, and liability insurance with respect to the Tutor's activity on site.

2.8 • This proposal is open for acceptance for 30 days.



# Acceptance

To accept this proposal, please fill out the following information. I will then provide you with a link to my calendar booking service.

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Client's Name

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Client's Address

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Client's Signature

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Student's Name

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Date