

## **Rich Lopez's Tutoring Rules for 2022-2023**

1) Payment is due at time of service. You can pay any amount in advance, and I will keep track of your credit. My Zelle is RichMathTutor@gmail.com (Refundable for any amount not used).

2) Cancellations must be done with a MINIMUM of 24 hours notice. This allows me enough time to fill the slot with another client. Late cancellation fee: \$30. No exceptions. If there are less than 24 hours until your scheduled session, and you would like to change your time slot to a later date, that is considered to be a cancelled session with a completely separate session booked.

3) Students who receive tutoring on a REGULAR WEEKLY basis have priority in scheduling time for FINALS (if you are requesting a time outside of your normal time slot). Any sessions scheduled 2 weeks or more in advance must be paid upfront and is nonrefundable and non-reschedulable.

4) Weekly time slots can only be saved for students who use the time regularly. (Generally speaking 3 out of every 4 weeks not counting Holidays). Bi-weekly is not sufficient to save a time slot.

5) Online tutoring: At the scheduled time, I will call you via Skype or Facetime. If you don't answer, I will wait for you to call/text me, but the time has started.

6) If you have a regular time slot, it is your responsibility to keep track of upcoming appointments. There is no need to cancel for these holidays: Thanksgiving, Winter break, Spring break, Summer; it is assumed there is no tutoring. All other holidays it is your responsibility to cancel if that holiday falls on your regularly scheduled time. (I am available during Spring break, Winter break, and Summer)