



Individual Tutoring 2018-2019

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

Schedule and Payment Information:

The rate for tutoring is \$40.00 for each half-hour session (\$80.00 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, the name of the tutor, the number of sessions scheduled for the semester, the rate per session, and the total cost for the semester.

All payments for tutoring will be processed through FACTS Tuition Management. As part of enrollment for school, Oak Hill families already have an account in FACTS, and many families currently have an account specified for Auto Pay for Incidental Billing Expenses.

If you wish to update the financial account for tutoring services and other billing expenses, log into your account at FACTS. You will be able to see any outstanding balances for your Tuition Payment Plan as well as for Incidental Billing Expenses. On the left hand side of the webpage, select **View Details** by Payment Plan & Billing. Here you can **Change** the Account or **Cancel Auto Pay** for the Financial Account associated for Incidental Expenses. Be sure to select the account next to **Incidental Expenses**, or else you will be making changes to your tuition payment plan.

The following payment options are available for individual tutoring:

- Payment by *ACH bank transfer or credit card* for the *total* cost of the semester, due by September 10, 2018.
- Payment by *ACH bank transfer or credit card* in three equal installments. For the Fall 2018 semester, payments will be due on September 10th, October 10th, and November 10th. 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 2018-2019 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 13, 2018**. Beginning on Tuesdays, August 14th, 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. Tutoring sessions will begin the week of September 3rd and continue through the beginning of December. Spring tutoring sessions will begin the week of January 14, 2019.

For more information, please contact:

Karen Crance, MS, CCC-SLP, Director, Speech-Language Clinic at Oak Hill Academy

kcrance@oakhillacademy.org

214-353-8804 ext. 111



Request for Individual Tutoring 2018-2019

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 13, 2018**. After this date, students will be scheduled in the order that their requests were received. **Please contact Karen Crance, Director of the Speech Language 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 type of tutoring schedule that you would prefer for your child. You will be contacted to confirm a schedule.

Number of sessions per week? Length of sessions? Note: Most children attend two 30 minute sessions per week, but other options are available.
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)