



Memorandum of Understanding

regarding Tutorial/Mentorship Services provided by Michael J. Manning

Tutorial/Mentorship services are individualized to fit the personal goals and academic needs of each learner as determined by the student, parent(s) and educational team. Consultation services are available in the areas of family advocacy, mediation and teacher consultation.

Tutorial sessions are held at Boulder Public Libraries, student's school or home. They are generally, but not necessarily, sixty minutes in length and are recommended twice weekly for most students. A student journal is provided by the tutor and is intended to be used to both document learning activities and as a means of communication between tutor and parent(s). A session may be a meeting between student, parent or teacher, in person or via telephone, regarding educational enhancement of the student.

Payment for each month's scheduled sessional appointments is due on or before the first of each month prior to that month's tutorial sessions.

- Services provided via telephone regarding consultation and student progress will be billed at one dollar per minute for calls which exceed five minutes.
- A five dollar fee will be charged for each home session.
- A seven dollar fee will be charged for each home session outside Boulder city limits.

The current sessional rate is \$60.

Monthly payments may be made in person by check or cash or mailed in check format to:

Michael Manning
PO Box 18174
Boulder, CO 80308

Scheduling of tutorial sessions should be agreed upon prior to the first of each month. Cancellation or postponement requires twenty-four hour notice and must be communicated by telephone. (720-635-4383)

- Canceled appointments should be rescheduled within the same calendar month.
- Cancellations made in less than 24 hours are neither rescheduable nor refundable.
- An arrival beyond fifteen minutes of a scheduled session time will be considered a cancellation.
- A minimum of two weeks notice should be provided prior to any changes, such as frequency or location of services, in regularly scheduled sessions.

Please initial to indicate that the above is understood and agreeable. _____

Student Name: _____

Student Phone: _____

Parent Name: _____

Parent Phone : _____

Mailing Address: _____

