

**How Did You Hear About Us?**

(Include names/date if possible)

Mailing \_\_\_\_\_

Newspaper Ad \_\_\_\_\_

Tutor List/Guidance \_\_\_\_\_

Teacher \_\_\_\_\_

T&amp;E Student/Parent \_\_\_\_\_

Other Student/Parent \_\_\_\_\_

Phone Book \_\_\_\_\_

Internet Search \_\_\_\_\_

Our Website \_\_\_\_\_

Our Sign \_\_\_\_\_



OFFICE USE ONLY	
Start Date	
Hrs/Session/Wk	
Sessions/Mo/Sem	
Subject(s)	
Tutor(s)	

1047 Maple Ave., Noblesville, IN 46060 • 317-776-8887  
 info@tandetutoring.com • www.tandetutoring.com • Fax 317-776-8882

**REGISTRATION / POLICY FORM**

<b>STUDENT INFORMATION</b>	First/Last Name		Nickname?	
	Mobile Phone #		Texting OK (for scheduling)? Y / N	
<b>SUBJECT(S)/ SCHOOL INFORMATION</b>	School		Teacher(s)	
	High School Graduation Year		Teacher's Email	
	Subject/Test Prep Tutoring Requested		Current Grade/Scores	
<b>PARENT / GUARDIAN INFORMATION</b>	First/Last Name (primary contact)		First/Last Name (secondary/alternate contact)	
	Relationship to Student		Relationship to Student	
	Address		Address (if different)	
	Email		Email (if different)	
	Mobile #		Mobile #	
	Texting? Y / N		Texting? Y / N	
	Home #	Work #	Home #	Work #
Best Reached? Txt / Cell / Email / Hm# / Work# / Any		Best Reached? Txt / Cell / Email / Hm# / Work# / Any		
<b>POLICIES/ PAYMENTS</b>	<ul style="list-style-type: none"> <li>Tutoring fees are due in advance for upcoming month; fees due by first of month or by due date indicated</li> <li>A 3% late charge may apply for fees received more than 7 days after due date</li> <li>24-hour notice is required for cancellations to avoid forfeiture of paid sessions or extra fees</li> <li>Registration fees are charged each fall and spring</li> <li>Cash, checks, and Visa/Mastercard accepted; \$25 fee charged for returned checks or declined credit cards</li> <li>No post-dated/third-party/out-of-state/counter checks; individual's name must be printed on checks</li> <li>Checks accepted only from individual(s)/business below for which driver's license info is provided</li> </ul>			
	<ul style="list-style-type: none"> <li><b>Driver's license information required on file for check payments (for all parties on checks to be used):</b></li> </ul>			
	License Number	State	DOB	DOB
	Name on License (or write "same as above" if this applies)		Full Name on License (or write "same as above" if this applies)	
	Street Address on Checks (or write "same as above" if this applies)		Street Address on Checks (or write "same as above" if this applies)	
<b>CERTIFICATION BY PARENT/ GUARDIAN</b>	I have read and agree with the policies of T&E Tutoring in this form and certify the information I have provided. <b>(Policies apply even if unsigned)</b>			
	_____ Signature of Parent or Guardian		_____ Date Signed	