



Policies for Individual and Small-Group Lessons

The following policies apply to all individual and small-group lessons through ESL Advantage:

Schedule:

1. Student and teacher will meet at agreed-upon times and locations, whether online or in person.
2. Student or teacher may increase, cancel, skip, or suspend lessons at any time by mutual agreement, without additional cost, provided 24-hour notice is given.
3. If lessons are suspended for more than 2 weeks, it is possible that a student's preferred meeting time may be permanently given to a different student.

Content:

1. Student and teacher will agree together on lesson content. Changes to content can be made at any time.
2. Student will be responsible for the cost of any necessary student textbooks and notebooks. Teacher will provide all other resources.
3. For Online lessons, Student will be responsible for having materials ready, including printing resources as needed. Student must have either an internet-capable computer with a camera and microphone, or a video smartphone, as well as a quiet place to participate in your lessons without distraction.

Cost:

1. Lesson cost is based on the price of a 60-minute session and is available on our website.
2. Private tutoring payments must be made no later than the day of tutoring. Advance payment is also accepted. Student may pay for one lesson at a time or for a block of lessons, according to their preference.
3. Payments can be made in person by cash or check, or online by credit card or Zelle bank transfer. Checks should be made out to '**Advantage Services.**' Please note a 3.1% processing fee is charged for credit card payments.
4. If a student does not come to a session or arrives late for a lesson and fails to notify the teacher at least 24 hours in advance, the student will be charged the full session fee.
5. Cancellations due to emergencies or bad weather will be given special consideration.

ESL Advantage reserves the right to change the program content, schedules, cost, and provision of programs.