



Family Information Form

Mother's Name:

Father's Name:

Street / Apt # :

City:

State: AZ

Zip:

Mother's Cell Phone:

Father's Cell Phone:

Cell Phone Carrier:

Home Phone Number:

Mother's Email:

Father's Email:

Student's Name:

Current Age & Grade:

Attending School:

Student's Cell Phone:

Student's Name:

Current Age & Grade:

Attending School:

Student's Cell Phone:

Student's Name:

Current Age & Grade:

Attending School:

Student's Cell Phone:

Which email address(s) would you like INVOICES mailed to?

Mother: **Y / N**

Father: **Y / N**

Alternate: **Y / N**



BILLING POLICY (Please Read & Acknowledge Below):

1. A **24 hour Cancellation Notice** is required. If you have to cancel with **less than 24** hours, you will still be charged for the session. The short notice does not allow us to fill the vacant spot while the tutor is still scheduled.
2. A Client's **credit card** will be kept on file and automatic billing will be implemented on the 1st of the following month if payment has not been received. If this is your preferred method of payment for your invoices, please let us know. We will not process the card without permission from you. Even in the situation that an invoice is *Past Due*, contact will be made with you first as a billing courtesy.
3. We are happy to accept your preferred payment method. We will email your invoices through QuickBooks Online. The invoices will have the **PAY NOW** Feature for your convenience, if you choose to use it, and the fee will be noted. However, please feel free to choose any option that works best for you.
4. Invoices will be emailed twice a month (15th & 30/31st). Payments are **Due Upon Receipt**.

PAYMENT OPTIONS & FEES:

1. **PAY NOW Feature on Your Invoice Using a Credit Card:** You can safely & instantly pay your bill by inputting your credit card information into the PAY NOW Feature. A 3.45% Processing Fee will be added to your total.
2. **We Can Run Your Credit Card For You** with a 3.45% Processing Fee.
3. **PAY NOW Feature on Your Invoice Using an ACH Electronic Check:** *FREE* You can safely & instantly pay your invoice when you enter your check routing/account information at time of payment directly on the invoice. Again, it is **FREE!**
4. **Mail In or Deliver Payment:** As always...**FREE!**

Credit Card on File:

Name on Card:

Card Number:

Expiration Date:

CID:

Do you want this card automatically run for you? Yes or No?

Agreement Not To Solicit Advantage Tutoring Tutors Independently:

Advantage Tutoring prohibits the solicitation of a company tutor for separate and independent services. Tutors sign a contract that they will not offer services independent of Advantage Tutoring for a designated period of time.



Please Acknowledge & Date: X