

*“We don't rise to the level of our expectations; we fall to the level of our training.”
~Archilochos*

1. What is the process if I am interested in 3RPrep Individual Tutoring Services?

- **Initial Consultation:** All new students should have a face-to-face initial consultation that includes a parent or guardian. This is an opportunity for parents and students to ask questions and see if 3RPrep is the right fit.
- **Location:** All of our tutoring occurs at the 3RPrep Tutoring Studio at 1400 Church St., Ambridge, PA 15003 (Enter 3RPrep into Google Maps)
- **How often?** It is preferred that students meet at least every other week. Using our online scheduling software, you can pick any 55 minute time slot that is open. You can also cancel, reschedule, buy more sessions, and make notes for individual sessions.
- **Seven (7) Day Cancellation Policy.** Appointments must be cancelled or changed at least SEVEN (7) days before the allotted time in order for the cancelled appointment to be credited to your prepaid bank. If you cancel before Seven (7) days, you can reschedule the appointment through the system. To cancel within Seven (7) days, you may notify us your intent to not show for the session, but you **WILL BE CHARGED**. These appointments **WILL NOT** be available for rebooking or credit.
 - *You will be charged for any appointment canceled within SEVEN (7) days of the scheduled session.*
- **How long is a session?** Tutoring sessions last for 55 minutes. In order to make the most of that time, it is *highly advisable* that the student arrives *early* and *be prepared*.
- **Hours.** The School Year tutoring schedule is 2:00PM to 8:00PM Monday through Thursday, Saturdays from 9AM – 5:00PM, and Sundays from 9AM-4PM Sept-May. Summer hours vary.

2. What are your individual tutoring methods and how do you measure results?

“Student Driven Instruction.” One-on-one students only need to learn what they need to know. So they drive the instruction. Our process is simple: Test, Check, Reflect, Adjust, Repeat

1. **Take a Practice Test – EVERY TIME. Check** Your answers, score yourself, and record this information.
Students measure their own progress in writing and show it to us every session.
2. **Reflect.** This is the heart and soul of individual tutoring.
 - a. **English and Math Reflections: Prepare** reflections on each question missed.

- i. **Concepts** - Each Math problem and English question is assigned a Concept that we have listed on the *Table of Concepts*.
 - ii. **Concept Keys** – For each problem on every test, we have listed the Concepts.
 - b. **READING and SCIENCE Reflection:** Prepare the “What & Where” reflection sheet (*Where’s Waldo*).
 - i. What – Word Phrase or Idea in the Answer Choice makes that specific answer choice correct.
 - ii. Where – Where is your selected answer choice’s Word, Phrase, or Idea supported in the content of the passage? All correct answers are “Stated or Implied”
 - c. Attempt to teach yourself the correct answers. Maximize your resources. Google key words or phrases such as “System of equation, no solution” or “Line tangent to a circle” – (most missed but easily Googled answer, speed up the process).
3. **Adjust.** Take notes and study.
4. **Repeat.** Repetition helps the student to become *familiar with the unfamiliar*. At each reflection, compare your noted strengths and weaknesses from test to test. The only way to raise your score is to practice. A lot.

5. What is your fee for the services you provide?

- Individual one-on-one tutoring sessions are \$150. All sessions are paid for in advance, online, at the time of scheduling, or through buying multiple sessions offered at discounted rates:
 - **\$125/session. 12 sessions for \$1,500 Package**
 - **\$140/session. 6 sessions for \$840 Package**
 - There are no refunds for sessions purchased in advance.

6. Is there anything else I need to know before I commit to the program?

- Our students are overwhelmingly hard working and motivated. This is what we expect from every student that we tutor. They must consistently bring their “A” game to tutoring. Take it seriously and master the college prep exam. Period. Make it a priority. Get your work done, take note of your weaknesses, turn them into strengths, and be a success.

We have read, and agree to, all of the information above.

Student: _____ **Date:** _____

Parent: _____ **Date:** _____