Tutoring Policies and Procedures

Tutee Responsibilities

Tutees are strongly recommended to provide relevant materials to the tutors, as such materials will be used to improve the quality of services offered to both current and prospective tutees.

While tutees can request assistance with assignments and quizzes, they are *solely* responsible for working out the answers and writing up the homework, *on their own*. In general, tutees cannot request services which would preclude them from doing academic work (e.g., requesting answers to an assignment), as such acts are in direct violation with school policies on *academic integrity* and *plagiarism*.

Attendance Policy

Each tutoring session needs to be *explicitly* confirmed at least 12 hours in advance by the tutee, either via *phone* or *email*, in order for the session to take place.

In addition, should a tutee not be able to attend a session, s/he *must* cancel or postpone the session at least 12 hours in advance, either via *phone* or *email*. Failure to do so would incur a **late penalty fee** of $20 dollars — unless proper documentation can be provided proving that the situation is reasonably beyond the tutee's control.

Tutees are expected to arrive punctually, at the scheduled time. In the case of lateness, the tutoring duration will be calculated based on the original scheduled time, as usual.

In general, tutees can leave at anytime and pay the fees accordingly. However, our experience suggests that a 1½ hour session tends to work out the best for our tutees.

Hourly Rates and Fee Calculation

The tutoring duration is calculated *exactly*, up to the minute. The **hourly rate**, which varies depending on the *complexity* and the *required preparation time* of the course in question, is then applied to the tutoring duration:

Subject	Example Courses	Hourly Rate (One-on-one Sessions)
College Mathematics	- McGill CMSC 000, MATH 111/112/180 - Concordia MATH 200/201/202/206 - Math 30-1, Precalculus 12, Precalculus 30, Precalculus 40S - MAP4C, MCT4C, MHF4U, Mathematics 536 201-016, 201-015, 201-943 - SAT, PSAT, PCAT, ISEE (Upper Level), SSAT (Upper Level), ACT, DAT, PCAT	$120
Management Mathematics	McGill CMS2 500	$125
Differential Calculus	- McGIll AEMA 101/102, CMSC 001/101, MATH 122/139/140/150 - Concordia MATH 203/209, 201-103, 201-AS1, 201-NYA, 201-942 - MCV4U, Mathematik 11	$125
Linear Algebra - Non-Science	- McGill BREE 103, MATH 123 - Concordia MATH 208/MAST 214 201-105	$125
Introductory Logic	McGIll PHIL 210	$125
Introductory Statistics	- McGill CMSC 221, MATH 203, POTH 204, PSYC 204, SOCI 350, MGCR 273 - Concordia INTE 296, MAST 333, SOCI 212 - Athabasca MATH 215, MGSC 301 201-301, 201-401, 201-900, Centennial QME 201, 360-300 - MDM4U	$125
Integral Calculus -	201-203 - AP Calculus AB	$125

Non-Science		
Probability & Statistics	- McGill ECON 227D1 201-AS3, 201-BZS, 201-HTH, 201-DDD	$130
Standardized Tests - Graduate Admission	- GMAT - GRE	$130
Intermediate Statistics	- Carleton PADM 5114, Concordia COMM 215 - McGIll AEMA 310, CMS2 521, EDPE 575, ECON 227D2, EPIB 507, MGCR 271 - TÉLUQ STA 1001 - Yorkville BUSI 1013 - AP Statistics	$135
Linear Algebra - Science	- McGill MATH 133, MATH 270 - Concordia MATH 204 201-AS4, 201-NYC	$135
Integral Calculus	- McGill AEMA 102, CMSC 002, MATH 141 - Concordia MATH 205 201-AS2, 201-NYB - AP Calculus BC, Mathematik 12	$135
Biometry	McGill BIOL 373	$140
Introduction to Proofs	Concordia COMP 232, MAST 217	$140
Probability	- McGill ECSE 205, MATH 323 - Concordia ENGR 371, MAST 221, STAT 249 - SOA Exam P	$140
Proof-Based Mathematics	- McGill MATH 235/240 - McGill PHIL 310	$140
Real Analysis	- McGill MATH 242 - Concordia MATH 364	$150

Discount Packages

To incentivize students to commit to our sessions on a regular basis, we offer discounts to those who make bulk payments in advance. More specifically:

Number of Hours Paid in Advance	Discount Offered Per Bulk Payment

4 hours	$50
8 hours	$120
12 hours	$250
16 hours	$400
20 hours	$600

Since the purchase of bulk payment packages constitutes a sign of commitment to our sessions, they are *non-refundable* in nature and can only apply to *current* and *prospective* sessions (i.e., future sessions that have not taken place yet).

Group Session Discount Program

To incentivize more students to attend our tutorials, for each tutee present throughout a session, we offer group discounts (in the hourly rate) which increase in increments of $5/h — up to a maximum $60/h:

Number of Tutees	Discount Offered To *Each* Tutee Present During the Session
2 Tutees	$40 / hour
3 Tutees	$45 / hour
4 Tutees	$50 / hour
5-9 Tutees	$55 / hour
10 Tutees or More	$60 / hour

Payment Policy

For **in-person sessions** (both one-to-one and group sessions), tutoring fees are paid *immediately* at the end of the session — in the form of *cash* or via *Interac e-Transfer* or *Paypal*. The tutees are responsible of paying the fees in its *full amount*. However, should the tutees pay more than the amount due, the excess amount will be *documented* and used as credits for the upcoming sessions.

For **online sessions**, deposits amounting to *1 hour* of tutoring fees must be paid in advance of the scheduled time — either via *Interac e-Transfer* or *Paypal* — in order for the sessions to

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take place. Should a session finish in less than 1 hour, the excess amount can be either refunded, or carried forward to the next sessions.