



Tutoring Hours Report

This Form covers (check one): ___ The 1st to 15th ___ The 16th to Close of this month _____, 20__

Print Client (Parent) Name (Last, First) _____ Student Name: _____

Print Tutor Name (Last, First) _____ Grade: ___ Subject: _____

This Section To Be Completed By Client:

- **Billing:** The client agrees to fully pay for all tutoring sessions that are delivered on an hourly basis, with 15 minute increments. The tutor will submit this report to ACTual Solutions that is signed by the client for billing. If a session is held for less than an hour, the client will be billed for one hour of service. Payments for services are due once services have been provided to clients. A finance charge of 1% per month will be charged for unpaid balances that are 30 days or more overdue.
- **Non-Solicitation & Non-Recruitment:** The client agrees to secure services of providers, for the client or any other person or entity, only through ACTual Solutions. The client agrees not to recruit, for the benefit of any person or entity, any service provider the client became acquainted with through ACTual Solutions.
- I understand that I am responsible for personally, carefully, and closely supervising all tutoring/coaching sessions.
- I will sign in the last column of the form below: 1) ONE DAY AT A TIME; 2) After I have verified that the hours reported are accurate; 3) After services have been provided.
- I understand that it is important to adhere to a regular schedule. **I will give my tutor/coach at least a 24 hour notice if I need to cancel a session.** I understand that I will be charged for one hour of service if I cancel a session without such notice.

I have read and understand the above: _____ / _____

Parent/Client Signature

Date

Tutors: This Form Should Be Signed By Your Client Each Session

Service Delivery Log				Client Signature
Date	Time Began	Time Ended	Service Time	
Total At End Of This Period			Hrs.	

Tutor's/Coach's Certification: As a sub-contractor, I personally provided education services to the above noted ACTual Solutions client and I certify, as specified in my written agreement with ACTual Solutions, that:

- 1) This form accurately reflects services rendered by me to this client ;
- 2) I have maintained the highest level of confidentiality with respect to ACTual Solutions and/or its clients;
- 3) I have not provided education related services to this (or other) ACTual Solutions Clients outside of my agreement with ACTual Solutions;
- 4) I have not provided education related services [outside my agreement(s) with ACTual Solutions] to any person(s) I met through ACTual Solutions or ACTual Solutions clients.

Printed name of Tutor/Coach

_____/_____
Signature of Tutor/Coach / Date

Office Use:		[VM - 5/26/16]
C: _____	T: _____	
Tot: _____	R: _____	
Received: _____	Paid: _____	
Recorded: _____	Signed: _____	

Tutoring/Coaching Hours Report Guidelines

Completing The Tutoring/Coaching Hours Report Form:

Line 1: Indicate whether the form covers the 1st or 2nd half of a month. Insert the month & year in the space provided.

Line 2: Insert the client name and the student's name.

Line 3: Insert your name and the subject(s) covered by the report.

The "This Section To Be Completed By Client" Section/Box:

- Your client MUST sign and date the form in the designated space inside the box on EVERY form submitted.

The "Service Delivery Log" Section:

- The Four Columns to the Left ("Service Delivery Log):
 - Insert the date of service, the time service began, the time service ended, and the total time for that session.
- The Client Signature Column: **Please have clients sign-off each day**, initials will not be accepted.

The "Tutor's/Coach's Certification" Section: Insert the requested information.

Payroll Reminder:

- **To ensure that you are paid on time, you may choose to receive payment via PayPal or Check.**
 - 1) PayPal -please provide us with your email/phone number associated with your account; or
 - 2) Check - please address your envelope as follows:
- Your Hours Report is to cover ONE pay period only. Pay periods are from the 1st of the month to the 15th of the month, and from the 16th of the month to the close of the month.
 - 1st-15th Hours Reports are to be in our hands by the 23rd of the month. You will be paid on the 1st.
 - 16th to close-of-the-month Hours Reports are to be in our hands by the 8th of the following month. You will be paid on the 15th of the month.
- To ensure that you are paid on time, please email all documents to billing@actual-solutions.com. Please be sure to review your paperwork to ensure all signatures are included.