

JUSTUS PREP

ACT/SAT • College Admissions • Tutoring

Caption



ONLINE TUTORING POLICIES
2024-2025

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“THESE POLICIES ARE MY WAY OF ENSURING THAT WORKING TOGETHER IS PRODUCTIVE AND PLEASANT.”



Hello Prospective Client!

Thank you for taking the time to read through these policies. They are my way of ensuring that working together is productive and pleasant. There is less room for conflict and misunderstanding when we all know what to expect!

If you have any questions or concerns about these policies or about specific situations as they arise, I will be happy to discuss them by phone or by email. My intention is to be reasonable and fair.

I appreciate your business and your trust in me to help your child!

Justus Paul (JP) Kim

COMMUNICATION

This **communication policy** spells out how I like to stay in touch. I am happy to talk on the phone (or in person if local). My phone number is [201-966-8930](tel:201-966-8930).

For anything involving **scheduling, I strongly prefer email or text messaging**. My email address is jp@justusprep.com.

Lastly, if there is **anything** about your child that I should know in order to better help him or her, please tell me. I want to know about learning disabilities, emotional issues, and anything else you think is relevant. I have experience interacting with students who have all sorts of issues, such as anxiety, depression, ADD, etc... We need to be on the same team, working to make the best of the situation.

FEES AND METHODS OF PAYMENT

Payment is by hourly packs (as shown in the table). Most sessions will run either 1 or 1.5 hours. In the event that sessions need not run an hour, I will calculate by the number of minutes we spend in session and share a running log with you. Thus, the number of sessions within an 8-hour pack will vary based on how much time we need per session. I find that this is the most efficient way to tutor.

The balance is due by the **beginning of the first session**.

# of Hours	Price per Hour	Price
1 Hour	\$225	\$225
8 Hours	\$200	\$1600
12 Hours	\$180	\$2160
16 Hours	\$170	\$2720

As mentioned above, I keep track as we use the time, and I give you a reminder as the time to pay for the next sessions approaches.

You are free to stop **at the end** of any of the hourly packs you've paid for. Please be considerate and let me know as soon as you can if you are planning to discontinue the tutoring after the hourly pack ends. Otherwise, I assume you will continue.

An 8, 12, or 16-hour pack is **non-refundable**. **In the middle** of one of these packs, you are expected to continue until you use the hours. Sessions can also be had on a session-by-session basis for \$225 per hour.

I accept payments from a variety of online money transfer services, such as **Zelle, Paypal, Venmo, and Square Cash**. I also take credit card payments.

CANCELLATIONS

This **cancellation policy** is intended to provide a good balance between being fair to the client and to myself. My aim is to make sure that students do their best to stay on top of their calendars so they will not take up tutoring slots that they are not going to use.

My other purpose is to find out early enough about openings in order to let you, the clients, have a chance to book them when you need extra or changed dates.

Any time a cancellation falls within these policies, that session's hours remain in your bank of unused hours.

- I require 24-hours' notice for a cancellation. (If less than 24 hours, see [consequences](#) below.) For **sudden illness**, if you tell me as soon as you know, there are no consequences (e.g. If your child stays home sick from school, send me an email or phone message right away, not several hours later).
- I allow one cancellation per five sessions without any consequences as long as you give 24-hours' notice. (For more than one per five sessions, see [consequences](#) below.)
- Rather than save the hour(s), you might wish to schedule it later the same week. I will try to accommodate you.
- If a student cancels a whole week in advance, as we are confirming our next lesson, that does not "count" as a cancellation. (If this happens frequently, I might need to move the student into a time slot that is less in demand.)

These are the situations where a cancellation has consequences:

1. Cancelling with less than 24 hours' notice.
2. Cancelling **two or more** times within the same hourly pack.

For either of those, I will "count" one hour of the missed lesson by deducting it from your prepaid time.

3. When canceling with **less than two hours' notice** (or worse yet, a "no show"), that whole lesson counts. You will use up one session's worth (60 minutes) of your prepaid time.

“GETTING STARTED” POLICIES - FOR NEW CLIENTS

1 I suggest having a 30-minute consultation with me over Zoom. It's free! This is our chance to figure out if we are a good match. Any and all previous ACT/SAT scores should be sent to me **before** the consultation. That way I can give you my best recommendations. If your student has not taken one, we'll need to schedule a diagnostic exam. Both student and parent are encouraged to ask any questions.

2 If, after our meeting, you decide to continue with tutoring, schedule the date and time of the first session. The proposed time slot is not held until you commit to continuing. If the student has not taken a test, a diagnostic exam should be taken before our first session. I will send you a copy of the test and instructions on how to submit answers.

3 Once the test is complete and the first session is scheduled, choose your hourly pack (8, 12, or 16 hours), and pay **before** the first session. A time slot will not be kept for a client who is not willing to make this commitment. Again, any of these packs, once chosen and paid for, is non-refundable.

4 What I offer is steady weekly tutoring. I expect to see the student *just about every week* with any cancellations handled according to my cancellation policies. The approach that I use requires meeting regularly, establishing a relationship, forming good work habits, filling in old gaps, and working ahead, if possible. **I am not a tutor who normally works with students who need an occasional visit** every few weeks to get ready for a test. Students who meet with me regularly have priority in terms of scheduling. So before you sign up, figure out whether what you need matches what I provide.

5 It is difficult to suggest how often a student should have a tutoring session, since I have to be sensitive to the family's budget and to the fact that a more frequent recommendation comes across as self-interested on my part. With that said, I recommend that students take **between 4 and 8 sessions per month**, depending on their need. Of course, the choice of frequency is yours, but I must give priority in my schedule to students who wish to schedule regular weekly sessions.

6 Please only bring students to me if they want to come for help. If you are pushing your child into tutoring and he or she is reluctant, I am not the right tutor for you! My students are almost always glad to be coming because the help that they receive makes a real difference in their scores. If they are fighting it, we will both realize very soon that it will not work! Please do not make us find this out the hard way!

7 So, in summary, use the initial consultation (and phone and email communications) to get all the information you need to feel comfortable making a commitment. Read the policies, ask me questions, and think about what you need. If you'd like to begin, let me know, and we will get you into a regular time slot and proceed from there.

REFERRALS AND GROUP SESSIONS

If a client refers another client to me and that new client takes at least the 8-hour pack, the referring client will receive an extra **90 minutes**. This applies to all clients referred, so the more people you refer, the more FREE sessions you receive.

Although one-on-one tutoring is best, I can work with groups of up to four students, provided that the students and their families all know one another (e.g., a homeschooling group, or students who attend the same school, house of worship, etc.). The cost per student decreases significantly with each additional student in the session (as shown in the table below). It is very important that the students in the group be relatively similar in ability and capable of working well together.

# of Hours	2 Students	3 Students	4 Students
8 Hours	\$1120 (\$140/hr)	\$880 (\$110/hr)	\$760 (\$95/hr)
12 Hours	\$1440 (\$120/hr)	\$1200 (\$100/hr)	\$1020 (\$85/hr)
16 Hours	\$1760 (\$110/hr)	\$1440 (\$90/hr)	\$1280 (\$80/hr)

WHERE YOU CAN FIND ME

Thank you for reading through this policy!

I would love to meet you, determine your needs, and help you in any way I can. Please email me at jp@justusprep.com or give me a call at (201) 966-8930.

You can visit my website at www.justusprep.com to learn more about my services.

You can also check out my YouTube channel and social media sites by clicking on the logos below.

