

Thank you for your interest in joining the Pre-Med Tutors team! We are excited for you to join us. This document contains more information on private tutoring.

### How does it work?

As a Pre-Med Tutor, you will set your own schedule, number of work hours per week, subjects, age range to teach, tutoring rate, etc. Pre-Med Tutors will connect you with students looking for tutoring. Pre-Med Tutors will also provide resources and support for you to be successful.

### Why join Pre-Med Tutors?

- ✓ Set your own schedule with only one (1) hour per week required (minimum)!
- ✓ Set your own tutoring rates
- ✓ Receive assistance in every step of the process.
- ✓ Community of support with similar tutors. Opportunities for pre-medicine tutors to receive mentorship from medical students.
- ✓ Be attached to a name that increases your legitimacy (who *doesn't* want tutoring from a future doctor?)
- ✓ Advertising including free business cards.

### How to get started:

1. Please send your resume or CV to [Ashley@Pre-MedTutors.com](mailto:Ashley@Pre-MedTutors.com). For the subjects that you wish to tutor, you will need to provide a school transcript indicating a B+ or better. For test-prep (ACT, SAT, MCAT, Step 1, Step 2), you will need to provide a score report indicating a score within the top 25 percentile. (Medical students are exempt from needing to provide high school transcripts or ACT/SAT score reports)
2. I will message you to schedule a phone or Zoom interview in which we will review details and discuss your goals.
3. After your interview, I will notify you if you qualify to be a Pre-Med Tutor. If so, I will attach a document containing forms to fill out. These include contracts and an information sheet about your tutoring service to fill out. I will provide guidance if needed (such as determining a rate, finding public places to tutor, etc). Examples can be found on our website.
4. Once the documents are received, you will officially be a Pre-Med Tutor and listed on the website! Make sure to join the Tutors Facebook page! (see below)
5. If you desire, I can also send you business cards in the mail.

### What happens after your profile is set up?

-As tutoring opportunities arise, I will refer students to you. I will provide free assessments to families/students to match them with the best tutor to meet their specific needs.

-I will be available every step of the way to provide support and guidance, including for mock tutoring sessions if desired. I will also provide educational resources on the Tutors Community Facebook page.

-I will actively seek feedback from students and families regarding their tutoring experience with you. If needed, I will provide additional support to you based on this feedback. I will act as a mediator for any issues that arise.

### What is required of tutors?

1. A free consultation session if the family/student desires. This is highly recommended even if the family/student does not care for it. The family/student will have the opportunity to meet you and determine if you will be a good fit. Your objective will be to establish clear goals with the family/student and see how you can help them.
2. For all of our K-12 tutors, you must provide each of your families with a weekly progress report detailing what you have worked on with your student for that week. You may choose to provide a report after every tutoring session per parent request.

### Become familiar with Pre-Med Tutors' Universal Cancellation Policy:

*"Please notify your tutor as soon as you know you must miss a tutoring session. For cancellations made within 4-24 hours of a tutoring session, Pre-Med Tutors will assess a cancellation fee of 1/2 of the tutoring rate due before the next session. For cancellations made within 4 hours of a tutoring session or no-shows, the full charge will be assessed (up to \$60). Pre-Med Tutors will not charge for any cancellations due to emergencies (weather, illness, family emergencies, etc).*

*If you have a weekly time slot with your tutor, Pre-Med Tutors may withdraw your weekly time block in the event of too many cancellations to allow the tutor to assist other students."*

Pre-Med Tutors will enforce this policy after giving students one free missed session. Please let me know as soon as possible (no more than 24 hours after a cancellation) if Pre-Med Tutors needs to charge a customer. Also, please let me know if you would like to discontinue working with a student because of frequent cancellations.

### How much money will you make?

1. At Pre-Med Tutors, we believe in transparency. Similar companies pocket about 40-50% of the tutoring service fee (often unbeknownst to the tutors!), but Pre-Med Tutors will never retain that much of your hard-earned money. When you sign on as a tutor, you will know exactly how much Pre-Med Tutors charges your customers and how much Pre-Med Tutors retains. You are in control of how much money you make by setting your own rate.
2. Payments to you will be sent via Venmo or Zelle within 2 weeks of your tutoring session.

### Social Media Tutor Community

Pre-Med Tutors welcomes all of our Tutors into this social media community, where Tutors can share ideas, seek mentorship from one another, receive notice of new tutoring opportunities, and engage in content created by Pre-Med Tutors, such as educational videos and relevant news.

Join our Facebook Community at: <https://www.facebook.com/groups/6144560465617976/>

PLEASE NOTE! Because Pre-Med Tutors is new, these details are subject to change. However, I will notify you of any changes and you have the opportunity to discontinue working with the company at any time. Of course, this also means that you will be able to provide your own insight and I will be very receptive to feedback!

Please sign below to indicate that you have read and agree to the information given above. *This is not a contract for employment.*

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(print name)

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(sign name)

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(date)

Pre-Med Tutors  
Tutor Independent Contractor Agreement

This independent contractor agreement (the "Agreement") is dated this \_\_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_.

Contractor: \_\_\_\_\_

#### BACKGROUND

A. Pre-Med Tutors desires the services of The Contractor and The Contractor desires and agrees to perform such services for Pre-Med Tutors.

B. Pre-Med Tutors wishes to employ the Contractor as an independent contractor to provide said services to and for the benefit of Pre-Med Tutors' customers or clients as needed.

C. The Contractor represents that he or she is free to enter into this Agreement, and that this engagement does not violate the terms of any agreement between the Contractor and any third party.

#### DEFINITIONS

- The Contractor: A person whose is sub-contracted to provide tutoring services to the Customer(s) of Pre-Med Tutors, on behalf of Pre-Med Tutors, subject to this Agreement
- The Customer(s): Any person who has requested tutoring services from Pre-Med Tutors
- The Services: All tutoring and/or teaching services that The Contractor performs for the Customers of Pre-Med Tutors

In consideration of the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, Pre-Med Tutors and the Contractor (individually the "Party" and collectively the "Parties" to the Agreement) agree as follows:

#### SERVICES PROVIDED

1. Pre-Med Tutors hereby agrees to engage the Contractor to provide Pre-Med Tutors with the following services (the "Services"):
  - Tutoring and/or teaching
2. The Services will also include any other tasks which the Parties may agree on. The Contractor hereby agrees to provide such Services to Pre-Med Tutors.

#### TERMS OF AGREEMENT

3. The term of this Agreement (the "Term") will begin on the date of this Agreement and will remain in full force and effect indefinitely until terminated as provided in this Agreement.
4. In the event that either Party wishes to terminate this Agreement, that Party will be required to provide 10 days' written notice to the other Party.
5. In the event that either party breaches a material provision under this Agreement, the non-defaulting Party may terminate this Agreement immediately and require the defaulting Party to indemnify the non-defaulting Party against all reasonable damages.
6. This Agreement may be terminated at any time by mutual agreement of the Parties.

7. Except as otherwise provided in this Agreement, the obligations of the Contractor will end upon the termination of this Agreement.

8. Pre-Med Tutors' obligations after termination shall be limited to payment to The Contractor in accordance with Payment Form A through the notice period.

#### COMPENSATION

9. Pre-Med Tutors shall pay the Contractor, as compensation for the Services, in accordance with the payment agreement set forth in Payment Form A.

#### REIMBURSEMENT OF EXPENSES

10. The Contractor will not be reimbursed for any expenses incurred in connection with providing the Services.

#### CONFIDENTIALITY

11. Confidential information (the "Confidential Information") refers to any data or information relating to Pre-Med Tutors, whether business or personal, which would reasonably be considered to be private or proprietary to Pre-Med Tutors and that is not generally known and where the release of that Confidential Information could reasonably be expected to cause harm to Pre-Med Tutors.

12. The Contractor agrees that they will not disclose, divulge, reveal, report or use, for any purpose, any Confidential Information which the Contractor has obtained, except as authorized by Pre-Med Tutors or as required by law. The obligations of confidentiality will apply during the Term and will survive indefinitely upon termination of this Agreement.

#### NON-COMPETITIVE CLAUSE

13. The Contractor acknowledges that all Customers are customers only of Pre-Med Tutors and that he/she shall not, for a period of three (3) years after the termination of this agreement, directly or indirectly, in any manner whatsoever contact any Customers, for the purpose of selling to such Customers any services which are in any way competitive with Services sold at that time by Pre-Med Tutors, its Affiliates, marketing partners or agents. Any new customers contacting the Contractor for similar services via referral of customers of Pre-Med Tutors must be directed to Pre-Med Tutors. If the Contractor is found to be in breach of this term, he/she will be immediately liable to make payment to Pre-Med Tutors for all revenues collected by The Contractor from these Customers.

#### OWNERSHIP OF INTELLECTUAL PROPERTY

14. All intellectual property and related material, including trade secrets, moral rights, goodwill, relevant registrations or applications for registration, and rights in any patent, copyright, trademark, trade dress, industrial design, and trade name (the "Intellectual Property") that is developed or produced under this Agreement, is a "work made for hire" and will be the sole property of Pre-Med Tutors. The use of the Intellectual Property by Pre-Med Tutors will not be restricted in any manner.

15. The Contractor may not use the Intellectual Property for any purpose other than that contracted for in this Agreement except with the written consent of Pre-Med Tutors. The Contractor will be responsible for any and all damages resulting from unauthorized use of the Intellectual Property.

#### RETURN OF PROPERTY

16. Upon the expiration or termination of this Agreement, the Contractor will return any property, documentation, records, or Confidential Information which is the property of Pre-Med Tutors, to Pre-Med Tutors within five (5) days.

CAPACITY/INDEPENDENT CONTRACTOR

17. In providing the Services under this Agreement it is expressly agreed that the Contractor is acting as an independent contractor and not as an employee. The Contractor and Pre-Med Tutors acknowledge that this Agreement does not create a partnership or joint venture between them and is exclusively a contract for service. Pre-Med Tutors is not required to pay, or make contributions to, any social security, local, state, or federal tax, unemployment compensation, workers' compensation, insurance premium, profit-sharing, pension, or any other employee benefit for the Contractor during the Term. The Contractor is responsible for paying, and complying with reporting requirements for, all local, state, and federal taxes related to payments made to the Contractor under this Agreement.

INDEMNIFICATION

18. Except to the extent paid in settlement from any applicable insurance policies, and to the extent permitted by applicable law, each Party agrees to indemnify and hold harmless the other Party, and its respective affiliates, officers, agents, employees, and permitted successors and assigns against any and all claims, losses damages, liabilities, penalties, punitive damages, expenses, reasonable legal fees and costs of any kind or amount whatsoever, which result from or arise out of any act or omission of the indemnifying party, its respective affiliates, officers, agents, employees, and permitted successors and assigns that occurs in connection with this Agreement. This indemnification will survive the termination of this Agreement.

MODIFICATION OF AGREEMENT

19. Any amendment or modification of this Agreement or additional obligation assumed by either Party in connection with this Agreement will only be binding if evidenced in writing signed by each Party or an authorized representative of each Party.

SIGNATURES

\_\_\_\_\_  
Pre-Med Tutors, signed by legal representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor signed name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor printed name

Payment Form A  
Pre-Med Tutors

Contractor Name: \_\_\_\_\_

Services provided by the Contractor on behalf of Pre-Med Tutors will be paid to Pre-Med Tutors directly. After a tutoring service is provided, the Contractor should notify Pre-Med Tutors in writing within 24 hours. Pre-Med Tutors will then pay the Contractor an agreed upon amount as shown below. Pre-Med Tutors will pay the Contractor for the service within 14 days of the Service. All monetary amounts referred to in this agreement are in US Dollars.

Subject(s): \_\_\_\_\_

Tutoring service charge for Customer: \$\_\_\_\_\_/hour

Pre-Med Tutors retains: \_\_\_\_\_%

Contractor will be paid: \$\_\_\_\_\_/hour

Subject(s): \_\_\_\_\_

Tutoring service charge for Customer: \$\_\_\_\_\_/hour

Pre-Med Tutors retains: \_\_\_\_\_%

Contractor will be paid: \$\_\_\_\_\_/hour

SIGNATURES

\_\_\_\_\_  
Pre-Med Tutors, signed by legal representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor signed name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor printed name

## Tutoring Information Sheet

*Please fill in the following. For examples, refer to our website at [www.Pre-MedTutors.com](http://www.Pre-MedTutors.com). For any questions or if you need guidance, please contact Ashley at [Ashley@Pre-MedTutors.com](mailto:Ashley@Pre-MedTutors.com) or 303-875-8449.*

Area: <Brickell, Miami, Coral Gables, online, etc>

Grade Levels You'd Like to Teach: <ie K-12, college, high school, medical school, etc>

Subjects: <math (algebra), test prep (ACT, SAT), etc>

Tutoring Location: <Library, Family's Home, Your House, Starbucks, etc. NOTE: I highly recommend having your initial consultation session at a public location>

Hourly Rate: <Base rate and then include if you will have a traveling fee>

Education: <what degree, what major, what university, any honors or recognition>

Experience: <months, years, or "New Tutor!">

About Me Paragraph: <You may wish to answer: What is your teaching experience? What is your tutoring philosophy? What is your tutoring style? What are your career goals?>

Languages: English, Spanish, etc

Non-smoker: Yes or No

COVID-19 vaccinated: Yes, No, prefer not to answer

**Please also attach a picture of your wonderful, smiling face in your email back!**

**If you have any testimonials from past teaching/tutoring experiences, please paste them below:**

For internal use only

What is your address:

What is your cell phone number:

What is your email:

What is the best way to reach you:

What is your Venmo name for payment? (or Zelle information)

How many hours per week are you looking to tutor?

Are you interested in contributing to our scholarship program? (donating 1-4 hours/month to a financially disadvantaged student)

What would you say is your TOP subject to tutor? (ie what you are most comfortable with and are most interested in tutoring? For instance, mine is high school chemistry and physics, though I will tutor others)