

# Virtual Tutoring Services Waiver & Acknowledgment Form

**Instructor:** Ms. Saundejia Connors

**Email:** [sconnors14@mail.bw.edu](mailto:sconnors14@mail.bw.edu)

**Effective Date:** June 30,2025

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## Purpose

This waiver outlines the terms and conditions for participating in virtual tutoring sessions provided by Ms. Saundejia Connors. By signing this document, the parent/guardian or student (if over 18) acknowledges and agrees to the policies outlined below.

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## Tutoring Services Overview

Ms. Connors provides virtual academic support via video conferencing platforms such as Zoom or Google Meet. Sessions are scheduled in advance and personalized to student needs.

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## Participation Agreement

By enrolling in tutoring sessions, I understand and agree to the following:

- 1. Parental Supervision (if under 18):**  
A parent or responsible adult should be aware of each tutoring session and is encouraged to monitor or check in periodically.
- 2. Technology Requirements:**  
I am responsible for ensuring that the student has access to a working device, stable internet connection, and any necessary school materials.
- 3. Privacy & Recording:**  
Sessions may not be recorded without mutual consent. Ms. Connors does not share any student data or information unless required by law.
- 4. Session Conduct:**  
Disruptive behavior or failure to participate productively may result in session

termination without a refund.

**5. Cancellations:**

I understand that sessions must be canceled or rescheduled at least **12 hours in advance**, or I may forfeit the session or be charged a cancellation fee.

**6. Limitations of Liability:**

I agree that Ms. Connors is not responsible for any technical issues, academic outcomes, or other unforeseen disruptions. While every effort is made to support academic progress, results are not guaranteed.

**7. Emergency Contact:**

In the case of an emergency during a session, I authorize Ms. Connors to contact the listed parent/guardian.

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 **Confidentiality & Data Use**

All information shared during tutoring is confidential and used solely for educational purposes. Ms. Connors complies with FERPA and relevant data protection standards.

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 **Acknowledgment & Signature**

By signing below, I acknowledge that I have read, understood, and agreed to the terms of this waiver and tutoring policy.

**Student Name:** \_\_\_\_\_

**Parent/Guardian Name (if under 18):** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Emergency Contact Name & Number:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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