



DHCC Private Tutoring Information Sheet

Thank you for inquiring about private ASL tutoring offered by the Deaf- Hearing Communication Centre (DHCC). Please read the details of our service below. If you have any questions or concerns, please contact us at asl@dhcc.org or 610-604-0452.

PROGRAM DETAILS

DHCC offers private ASL tutoring designed to optimize communication between Deaf, hard of hearing and hearing people. Our mission as a non-profit agency is to promote equal communication accessibility and cultural awareness to these three communities by providing quality communication services, advocacy and educational programs. Private tutoring is tailored to meet your specific learning needs, whether you are someone who is losing their hearing, want to communicate better with a family member, or just want to learn a new language.

SESSION DETAILS

Private tutoring is typically one (1) hour long once a week for optimal learning. Some people, especially children, will do better with 30-minute sessions. DHCC will discuss with you what the best schedule for your needs would be, and they will also match you with a tutor that they believe will be the best fit for you.

RATE DETAILS

Please note – additional rates may apply. While all private tutoring sessions are tailored to your needs, if your education goals require significant planning/prep for the tutor, an additional fee may be added. Inquire for more details.

1. **Private Tutoring Fees** \$50 per hour for 1-3 students or \$60 per hour for 4-6 students **or** businesses.



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2. **Travel Fees (if applicable, in-person only)** Any mileage and parking fees incurred by the instructor are billable. We bill at the current IRS rate.
3. **ASL Book Fees (if applicable)** Inquire for details.

PRE-PAYMENT OF SERVICES

We take pre-payment for the tutoring hours and estimated mileage scheduled in advance for the upcoming month. If an overcharge occurs, we can either apply the balance to your next tutoring invoice or process a refund. We do invoicing via PayPal or Stripe, where you can pay with a credit or debit card. Alternatively, you can mail a check to:

Deaf-Hearing Communication Centre
630 Fairview Rd., Suite 100
Swarthmore, PA 19081

CANCELLATION POLICY

Since the instructor books and reserves their time in advance, DHCC requires **48 hours notice** if you need to cancel a session. If notice is not given within this timeframe, you will be charged for the scheduled hours planned for that session. If you cancel outside of the billable time, that payment will be credited towards a future session. Please sign below and return if you agree to the terms above:

Name: _____ Date: _____

Signature: _____ Date: _____



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SESSION DETAILS

Name of Student(s): _____

Name and Address of Preferred Tutoring Location:

Contact Name (if different from student): _____

Phone: _____ Email: _____

Why did you decide to look into private tutoring? What are your goals for the private tutoring sessions?

What is your preferred schedule? Please include the number of sessions, length of each session, suggested times/dates for each session.

Please email this information back to us.

Thank you – we look forward to serving you!