



## Tutor Policies

By agreeing to employment as a tutor with Ransom Tutoring, you (“tutor”) agree that the following terms and conditions will govern all payments made to you by students through Ransom Tutoring.

### Conditions for guaranteeing receipt of payment for student lessons

Ransom Tutoring is a network for those seeking tutoring services to connect with those seeking to provide tutoring services. Ransom Tutoring also provides a pass-through payment processing service to its users, meaning that payments distributed to tutors originate from their students. Ransom Tutoring offers tutors a layer of protection in the collection of their funds but, if any of the following conditions are not met and Ransom Tutoring becomes unable to collect your payment from the parent, student, or other type of account-holder (collectively, “student”) to whom you gave a lesson, Ransom Tutoring cannot guarantee that your payment will be successfully collected, processed and distributed to you:

- a) The information pertaining to the lesson is accurate. This includes the start and end time, duration, subject and student account name. Unless otherwise agreed to by the tutor and student, the start and end time will be considered to be the times of the actual tutoring lesson, not arrival and departure times to and from the tutoring location.
- b) The lesson is delivered in-person at a mutually agreed upon location or through an online tutoring platform. If in the instance when the tutor does proofreading or other asynchronous, non-tutoring work with the student, the tutor or Ransom Tutoring must obtain written confirmation from the student that acknowledges the nature of the work to be done and the expectations of the time and cost required to complete the work.
- c) The tutor's services are instructive and constitute learning, not cheating. More specifically, the tutor is not to complete assignments, write papers, take quizzes or otherwise do work on the student's behalf. Further, the services that the tutor offers must not violate the academic honesty policy or other conduct policies of the student's school, university, academic institution or workplace.
- d) The tutor reports the lesson to Ransom Tutoring or assesses a cancellation fee within three (3) days of the lesson occurring. Payment for lessons reported outside of this window cannot be guaranteed to be delivered on time. Lessons cannot be submitted more than thirty-one (31) days after the date of the lesson.
- e) The tutor does not collect or request payment directly from the student by cash, check or otherwise, for the lesson.
- f) Any hourly rate adjustments can and must be negotiated with agreement from Ransom Tutoring, the tutor and the student. This includes bulk rate discounts or other special rates offered either by any involved party (Ransom Tutoring, the tutor, or the student).

## Timing and delivery of payments

If all the *Conditions for guaranteeing receipt of payment for student lessons* are met, tutors can expect to receive their funds according to the following schedule. If there are questions about any of the conditions, payments may be delayed while Ransom Tutoring attempts to resolve the questions.

- a) By default, a tutor is paid by check mailed to the mailing address on file. (The mailing address is reported to Ransom Tutoring during the hiring process and can be amended at any time thereafter by the tutor.) Checks are mailed via USPS on a weekly basis at the end of each business week. In order for a lesson payment to be included in a particular pay period, that lesson must be reported by Friday at 5:00pm PST of the business week.
- b) For a tutor who elects to be paid through Paypal, the tutor will be sent money on the Friday of the business week for session conducted the prior Friday-Thursday evening.

## Social Security number requirement

- a) Prior to payments made in an amount of greater than \$50, cumulatively, tutors must submit to Ransom Tutoring a valid Social Security Number ("SSN"). Such payments may be withheld by Ransom Tutoring until the SSN is received, and the payments will be released with the next scheduled payment. (Although the burden to report 1099 income and meet other state-level reporting requirement is technically on the student who is hiring and retaining you, Ransom Tutoring offers students this filing service as a benefit of using the Ransom Tutoring Network. To complete these filings, Ransom Tutoring needs to have a valid SSN.)
- b) Tutors may use an Employer Identification Number ("EIN") issued by the Internal Revenue Service in place of a SSN for payment reporting purposes only. To use an EIN, a tutor must complete, sign and submit to Ransom Tutoring an IRS Form W-9.