



Marion County Literacy Council

240 SW 8th St Suite C

Ocala FL 34471

(352) 690-7323 (READ)

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"CHANGING LIVES ONE WORD AT A TIME"

Student Responsibilities Agreement

1. I understand that I must pay a one time **\$25.00** registration fee. This fee covers my registration, formal assessment, and the first workbook. I must purchase additional workbooks at MCLC cost. Before being assigned a tutor / class I must spend a minimum of one hour per week for three consecutive weeks in MCLC computer lab.

_____ **Initials**

2. I understand that Marion County Literacy Council, Inc. (MCLC, Inc.) requires tutoring sessions to be conducted in pre-approved public locations, such as libraries, churches or schools.

Home tutoring is not permitted

_____ **Initials**

3. Be aware that transportation to and from tutoring sessions is your sole responsibility. _____ **Initials**
4. I agree to keep my tutor's name and phone number, and the MCLC, Inc. business card where I can find them quickly if needed.

5. I agree to call my tutor a minimum of 1 hour before my session before my session if I expect to be late. If I cannot reach my tutor. I will call MCLC, Inc.
6. I understand that regular attendance is required for my success. If I miss my tutoring session **three (3) times in three months**, I am no longer in the program and must
7. re apply. _____ **Initials**
7. I agree to call the MCLC, Inc. office if I have any problems with my tutor or the materials we are using in my sessions.
8. I agree to call the MCLC, Inc. office with any change of my address or phone number.
9. I am aware that I must demonstrate progress compared to my beginning assessment to remain in the program.
10. I understand that additional materials such as; (readers, calculators, flash cards, etc) are on loan from MCLC, Inc. and must be returned when I leave the program or I will be charged full replacement cost.
_____ **Initials**
11. I understand that my assigned tutor is a volunteer. He/She may end our relationship at any time.
12. I understand that I am not charged a fee for my tutoring but the value of a literacy volunteer is \$21.90 per hour.
13. I understand that **no childcare is provided** and all meetings are adults only. No attendees under 18 years of age are permitted.
_____ **Initials**

I agree to abide by the policies of MCLC, Inc. and will fulfill my student responsibilities to the best of my ability. If for any reason I find I am unable to fulfill my student responsibilities, I will notify MCLC, Inc. In addition, I understand that I am entering into an at will relationship that can be terminated at any time by MCLC, Inc. at its discretion.

I understand the MCLC, Inc. Student Responsibilities Agreement as it was read to me and I agree to comply with it.

Name (print): _____

Signature: _____

Date: _____

Read by (if applicable) _____

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