YOUR  
LOGO

**COMPANY NAME**

TUTORING SERVICES PROPOSAL

Prepared by:

**[Client Name]**

**[Contact information]**

**[Date]**

# Introduction

Thank you for considering [Your Name or Tutoring Center Name] for tutoring services. We offer personalized academic support designed to help students achieve their learning goals and build confidence across subject areas.  
  
This proposal outlines a tutoring program tailored to the needs of [Client Name] or their student(s).

# Problem or Opportunity

[Client Name] is seeking structured academic support in one or more subjects to improve grades, test scores, study habits, or subject comprehension.

# Proposed Solution

We propose a tutoring package that includes scheduled sessions, learning assessments, progress tracking, and supplemental resources.  
  
Key Benefits:  
- Customized, one-on-one instruction  
- Flexible scheduling and delivery (in-person or online)  
- Regular progress feedback and communication

# Scope of Work

Our tutoring services include:  
  
- Initial academic assessment  
- Personalized tutoring sessions  
- Homework help and study skills support  
- Test preparation (if applicable)  
- Parent/guardian updates on progress

# Timeline

Estimated timeline for tutoring program rollout and duration:

|  |  |  |
| --- | --- | --- |
| Milestone | Description | Estimated Date |
| Initial Assessment | Evaluate student strengths and needs | [Start Date] |
| Session Scheduling | Agree on recurring session times | [Date] |
| Ongoing Tutoring | Deliver sessions and adjust as needed | [Ongoing] |
| Progress Review | Review outcomes and next steps | [Completion Date] |

# Pricing

Estimated pricing for tutoring sessions and additional services:

|  |  |  |
| --- | --- | --- |
| Service | Description | Cost |
| Tutoring Sessions | Hourly academic instruction | [Hourly Rate] |
| Initial Assessment | Diagnostic testing and consultation | [Amount] |
| Progress Reports | Biweekly progress summaries | [Amount] |
| Total (Est.) |  | [Total] |

# About Us

[Your Name/Tutoring Center Name] has a track record of helping students improve academically through tailored instruction and a supportive learning environment.  
  
- Experience: [X] years tutoring students in [grades or subjects]  
- Focus Areas: [Subjects like Math, English, Science, etc.]  
- Mission: To help students reach their full academic potential

# Case Studies / Testimonials

Case Study: [Student or Family Name]  
  
- Project: Math tutoring for middle school student  
- Outcome: Improved grade from C to A in one semester  
  
Testimonial:  
“[Tutor Name] was patient, knowledgeable, and truly cared. My child’s confidence grew immensely.” — [Parent Name]

# Terms and Conditions

Payment Terms: Pay-as-you-go or pre-paid package options.  
Session Cancellations: 24-hour notice required for rescheduling.  
Materials: Learning resources provided as needed at no extra cost.

# Acceptance

To begin tutoring services, please sign below.  
  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: [Client’s Printed Name]  
Title: [Parent/Guardian/Student]  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_