



Evaluation Tutoring Policy Sheet

Parent-facing guide for evaluation appointments, payment, scheduling, and next step recommendations

Quick Policy Snapshot

Policy Area	Core Rule
Evaluation Purpose	Evaluations guide tutoring placement and recommendations; they are not formal diagnostic evaluations.
Payment Before Appointment	Payment is due before the evaluation appointment is confirmed.
Standalone Service	Evaluation fees are separate from tutoring packages, group tutoring, and future services.
No-Show Protection	No-shows may cause the evaluation fee to be marked as used.
Program Fit	Recommendations depend on student needs, availability, schedule, and openings.
TutorBird Payments	Invoices, payments, receipts, and evaluation records are tracked through TutorBird when possible

1 Program Overview

Mindblown Tutoring offers evaluations to better understand a student's current academic level, strengths, areas of concern, and recommended tutoring path. Evaluations may be used to determine whether the student is a better fit for 1-on-1 tutoring, Group Tutoring, test prep, or another support option.

The evaluation is not meant to be a full diagnostic report, but rather a practical starting point to help guide tutoring recommendations and next steps.

Evaluations may include academic questions, skill review, parent/student discussion, and a general review of the student's needs depending on the subject, grade level, and reason for the evaluation.

2 Evaluation Fee & Payment

The evaluation fee is due before the evaluation appointment is confirmed. Payment may be collected through TutorBird or another approved payment method.

The evaluation fee covers the scheduled evaluation time, preparation, review, and recommendation process. The appointment is not considered reserved until payment has been received.

If the family chooses to continue with tutoring after the evaluation, Mindblown Tutoring will recommend the appropriate program, schedule, and next steps based on the student's needs and availability

3 Scheduling, Cancellations & No-Shows

Evaluations are scheduled by appointment based on availability. Families are encouraged to communicate as early as possible if an evaluation needs to be canceled or rescheduled.

Because evaluation times are reserved in advance, rescheduling requests are subject to availability and are not guaranteed for the same day or time.

If a family does not attend the scheduled evaluation and does not provide notice before the appointment time, the evaluation fee may be marked as used and may not be refunded or credited.

If a student arrives late, the evaluation may still end at the originally scheduled time unless Mindblown Tutoring approves an extension and the schedule allows.

4 What the Evaluation Includes

The evaluation may include a combination of academic questions, skill review, student discussion, parent input, and review of current school concerns. The exact format may vary depending on the student's grade level, subject area, and reason for the evaluation.

Mindblown Tutoring may review areas such as foundational skills, current class performance, test readiness, confidence, work habits, and the student's ability to work independently.

The evaluation is used to help determine the most appropriate tutoring recommendation, which may include 1-on-1 tutoring, Group Tutoring, test prep, short-term support, or another available option.

Evaluation results and recommendations are intended to guide tutoring placement and academic support. They are not a formal school, medical, psychological, developmental, or diagnostic evaluation.

5 After the Evaluation

After the evaluation, Mindblown Tutoring may recommend a tutoring plan based on the student's needs, goals, availability, and program fit.

Recommendations may include 1-on-1 tutoring, Group Tutoring, SAT/FAST/EOC prep, short-term skill review, or another available support option. When more than one option is appropriate and scheduling allows, families may choose the program that best fits their goals, schedule, and budget.

Program recommendations are not a guarantee of enrollment. Placement depends on student fit, schedule availability, tutor availability, payment status, and available openings.

If a family chooses to continue, Mindblown Tutoring will provide the next steps for scheduling, payment, TutorBird setup, and any applicable policy documents.

6 Communication & Parent Expectations

Families are encouraged to share any important information that may help Mindblown Tutoring better understand the student's needs, such as current grades, teacher concerns, upcoming tests, missing assignments, learning challenges, confidence issues, or previous tutoring experiences.

Parents are encouraged to be clear about their main goals for the evaluation, including whether they are looking for homework support, test preparation, foundational skill-building, reading/writing support, math support, or long-term tutoring.

Mindblown Tutoring will use the information provided during the evaluation process to make practical tutoring recommendations. The more accurate and complete the information is, the better the recommendation can be.

Families are responsible for keeping contact information up to date so scheduling, payment, and follow-up communication can be handled properly.

7 Communication & Parent Expectations

Evaluation fees reserve the scheduled evaluation appointment and cover the time used to review the student's needs and provide tutoring recommendations.

Evaluation fees are separate from tutoring sessions, tutoring packages, Group Tutoring, SAT/FAST/EOC prep, or any other future service.

Evaluation fees are not automatically refundable once the appointment has been scheduled or completed.

If a family chooses to continue with tutoring after the evaluation, the recommended tutoring program will be billed separately through TutorBird.

Families may choose to begin tutoring without an evaluation when appropriate and when approved by Mindblown Tutoring. However, evaluations are recommended when additional information is needed to determine the best tutoring plan, program fit, or starting point.

8 Payment Methods & Invoices

Invoices for evaluations are sent through TutorBird and may be paid online through the invoice link. Online payments are processed securely through the payment options available in TutorBird.

Payment must be completed before the evaluation appointment is confirmed. The appointment is not considered reserved until payment has been received.

Families are encouraged to use the online payment option provided through TutorBird so payments, receipts, and evaluation records can be tracked accurately.

If payment is made outside of TutorBird through another approved payment method, Mindblown Tutoring will manually record the payment in TutorBird once received.

9 Policy Updates & Program Eligibility

Mindblown Tutoring may update evaluation policies, pricing, scheduling procedures, payment expectations, or evaluation processes when needed to better support students, families, and business operations.

Families will be notified of major changes when applicable. Updated policies may apply to future evaluations, new enrollments, or continued participation in Mindblown Tutoring programs.

Mindblown Tutoring may recommend a different tutoring format, program, or next step if the student's needs, schedule, or academic goals require a different type of support.

10 Acknowledgment & Agreement

By scheduling an evaluation, families acknowledge that they have reviewed and understand the evaluation policies, including payment expectations, scheduling rules, cancellation/no-show policies, evaluation scope, and next-step recommendations.

Scheduling, payment, and participation in the evaluation indicate agreement with these policies.

Mindblown Tutoring may update policies when needed to better support students, families, scheduling, billing, and program operations. Families will be notified of major policy changes when applicable