



CLIENT POLICY

Tutoring Policy

Clear expectations make the work easier.

Updated
July 21,
2026

Thank you for choosing to work with me. Clear expectations help us use our time well. These policies apply unless we agree to something different in writing.

Scope of the work

Before paid work begins, we will agree on the service, current goal, approximate timetable, price, and what is included. A session package covers the stated number of meetings. Reading, written feedback, messaging, or draft review between meetings is included only to the extent described in the agreed scope.

Payment

- Payment for session packages is due in full before the first session.
- Once payment is received, session times can be confirmed.
- Any approved payment plan or custom arrangement must be agreed in writing before work begins.
- Payment for a package indicates acceptance of these policies.

Scheduling, cancellations, and rescheduling

Please provide at least 24 hours' notice to reschedule. Sessions canceled with less than 24 hours' notice or missed without notice may be counted as used. Genuine emergencies will be handled reasonably; contact me as soon as possible. If I must cancel a session, it will be rescheduled at no charge.

Refunds

Please review the package and schedule carefully before purchase. Refunds are not normally provided for unused sessions. If I cannot provide the agreed work, the remaining work will be rescheduled or the unearned amount refunded, as appropriate.

Student authorship and academic integrity

The student remains the writer and is responsible for the final work submitted. Coaching may include questions, discussion, organization, margin comments, model examples, revision guidance, line editing, and proofreading. It does not include ghostwriting, inventing experiences, conducting the student's research, or producing assignments on the student's behalf.



Use of AI

Any use of AI must follow the student's school or application rules and be disclosed when required. AI-generated language should not replace the student's thinking or voice.

Results and responsibilities

Good coaching strengthens the student's work, but admission decisions, grades, and examination scores cannot be guaranteed. Students are responsible for meeting deadlines, responding to feedback, proofreading final submissions, and following the rules of their schools and application systems.

Communication and privacy

When a student is a minor, appropriate communication with a parent or guardian may be necessary for scheduling, payment, safety, or overall progress. Student drafts and personal information are handled according to the Privacy Notice at www.rompf.org/privacy and are not published without permission.

Questions about this policy or a situation not covered here should be discussed before the work begins.

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