

Tutor Payment Policies

The Nedlof's Team
July 29, 2020

By registering to be listed as a tutor on Nedlof's Virtual College Preparatory Academy, also known as "NVCCPA" ("the website," "website," "nvccpaonlineschool.org"), you ("tutor") agree that the following terms and conditions will govern all payments made to you by students through the Nedlof's system.

Conditions for guaranteeing receipt of payment for student lessons

Nedlof's Virtual College Preparatory Academy (NVCCPA) is a marketplace for those seeking tutoring services to connect with those seeking to provide tutoring services. NVCCPA also provides a service to its users whereby payments will be distributed to tutors that originate from their students. Nedlof's partners with Nelnet to offer tutors a layer of protection in the collection of their funds but, if any of the following conditions are not met and Nelnet becomes unable to collect your payment from the parent, student, or other type of account-holder (collectively, "student") to whom you gave a lesson, Nedlof's Virtual College Preparatory Academy and or Nelnet 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) Prior to each lesson being given, the student has on file with Nelnet and Nedlof's Virtual College Preparatory Academy a valid form of payment. This includes a valid credit/debit card or PayPal account, or a positive balance of prepaid tutoring credit. The tutor can view the status of the student's payment information through the tutor's Nelnet account. The requirement to verify payment information must be followed for continuing students as well as new students.
- c) The lesson is delivered in-person at a mutually agreed upon location or through the Nedlof's Virtual College Preparatory Academy online tool which is currently Zoom. If the lesson is delivered remotely through another medium, such as via the internet, email, telephone or Skype, or in the instance when the tutor does proofreading or other asynchronous, non-tutoring work with the student, the tutor 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

d) 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

e) The tutor enters the lesson into the Nedlof's Virtual College Preparatory Academy system or assesses a cancellation fee within seven (7) days of the lesson occurring. Payment for lessons entered outside of this window cannot be distributed until the lessons are approved by the student. Lessons cannot be submitted more than thirty-one (31) days after the date of the lesson

f) Prior to a lesson being given, the tutor has received a Nedlof's Virtual College Preparatory Academy subject approval for the specific subject area of the lesson

g) The tutor does not collect or request payment directly from the student by cash, check or otherwise, for the lesson

h) For [cancellation fees](#) assessed to a student, the cancellation penalty is consistent with the cancellation policy explained directly to the student via messaging prior to the occurrence of the cancellation and also, where applicable, is consistent with the public display on the tutor's profile. All lesson cancellations are subject to the standard 9% service fee.

i) The tutor is over 18 years old and is eligible to work in the United States.

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 Nedlof's Virtual College Preparatory Academy attempts to resolve the questions.

a) Tutors using the Nelnet platform will receive their student payment by Direct Deposit. After a tutor enters accurate bank account and routing numbers, funds will be released to the tutor's bank on the 1st and 15th of each month or the following business day in case of weekends and bank holidays. In order for a lesson payment to be included during a particular period in which funds are disbursed, that lesson must be entered 5 days prior to the payment date. The time between when the funds are released by Nelnet and made available to the tutor by the tutor's bank will vary and is controlled by the tutor's bank, not by Nedlof's Virtual College Preparatory Academy. If a tutor's direct deposit is returned to Nelnet by the tutor's bank, Nedlof's Virtual College

Preparatory Academy will request that the tutor correct the tutor's bank information. The returned funds will be resent within five (5) days after the bank information is corrected.

b) For a tutor who is eligible and elects to sign up for Express Direct Deposit, the funds will be released to the tutor's bank account five (5) days after the lesson submission. If the fifth day is a Saturday, Sunday, or Bank Holiday, the student payment will be released the next business day.

Social Security number requirement

a) Prior to payments made in an amount of greater than \$50, cumulatively, tutors must submit to Nedlof's Virtual College Preparatory Academy a valid Social Security Number ("SSN"). Such payments will be withheld by Nedlof's Virtual College Preparatory Academy 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, Nedlof's Virtual College Preparatory Academy offers students this filing service as a benefit of using the Nedlof's Virtual College Preparatory Academy system. To complete these filings, Nedlof's Virtual College Preparatory Academy 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 Nedlof's Virtual College Preparatory Academy an IRS Form W-9.

Calculation of tutor payment amounts

a) Tutors set their own hourly rate and may change it at any time. Changing the default hourly rate will affect students who email a tutor after the time the change is made. Students who have been in contact with a tutor within three months prior to the time the rate change is made will be continue to be subject to the hourly rate that was listed on the tutor's profile at the time they first contacted the tutor; in order to change the rate for one of these students, the student must acknowledge the rate change via a rate change request email.

b) All tutors agree to a flat 25% Platform Fee. The 25% fee percentage will apply to lessons with all students for lessons that are submitted on or after January 15, 2019 at 10:00 am Central Time. This means 75% of your submitted hourly rate will be distributed to you.

c) Non-tutoring charges should be incorporated into the hourly rate. Travel, prep

time or other expenses that you wish to defray to the customer must first be agreed to by the student. The mechanism to assess these charges is to adjust your hourly rate. All costs associated with tutoring students who retain you through the Nedlof's Virtual College Preparatory Academy platform, must go through the site.

These policies may well be subject to change at the discretion of the administration of Nedlof's Virtual College Preparatory Academy.