



Drop-In Lesson FAQ

Drop-In lessons are a short-term commitment for a single assignment or project, rather than tutor prepared instruction or ongoing student support.

Availability of drop-in lessons depends upon each tutors current schedule and whether their drop-in lessons have been previously reserved.

WHO	Previous students in middle school or above, adult wanting a professional writing coach
WHAT	Appropriate topics typically include homework help, larger project help planning, new class syllabus organization—all academic related challenges.
WHERE	In-person offices and via remote sessions
WHEN	Lesson Length Reservations are only available in 60 minute increments. Lesson Times Speak to your PES tutor or email admin@PinnacleEducationServices.com for the most up to date availability, subject to change daily.
HOW	To reserve a drop-in lesson, complete this form AND contact PES.

DROP-IN LESSON GUIDELINES AND PROCEDURES

Remote Requirements

When requirements are not met, the tutor may conclude the lesson at that time without refund.

- If remote is chosen, then this must be a platform in which the student previously experienced with their tutor.
- As soon as payment is received, then a zoom link will be emailed.
- PC required (no Chromebooks). Location must be free of audio and visual distractions.
- Once the lesson begins, if these requirements have not been met, then your tutor will give one reminder. After said reminder of requirements, the tutor may conclude the lesson if distractions continue.

Come Prepared

Student preparation expectations

- When possible, the student will email assignment instructions or a brief summary of requested needs to the tutor 24 hours in advance, with the reservation request.
- Students will arrive with a list of tasks or specific questions. All background work completed prior to the lesson.
- If the tasks to complete require previous reading or video viewing, then that will have been completed prior to the lesson and also provided to the tutor upon reservation.

Misc. Procedures

- In person attendance requires Covid consent form [PES Covid Consent Link](#)
- Make-up lessons are not available for drop-in lessons. Please plan ahead carefully.
- Your tutor will remain available for 10 minutes past start time. If the student has not arrived by that time, then the lesson is considered over.
- For each lesson, once the prepared task is complete the lesson will conclude. The tutor does not supplement drop-in lessons with prepared materials.
- 1–4 drop-in lessons in a row (twice a week) may be reserved at one time. If you wish to reserve more time, then a formal contract is the appropriate method of reservation.
- This service does not include consultations regarding IEP, 504, school or other services.

Payment

- Payment is due when your reservation is confirmed
- [Payment Process details for Venmo and Zelle](#)
- COST: \$120 per 60 minute lesson
- All payments are final