

## Einstein Tutoring

**Business Name:** Einstein Tutoring

**Business Phone Number:** 928 525 6710

**# Business Locations:** 0; tutor goes to campus library (Flagstaff area)

**Contact Name:** Tessa Richardson

**Email address:** [einsteintutoringflag@gmail.com](mailto:einsteintutoringflag@gmail.com)

**Website:** [www.einstein-tutoring.com](http://www.einstein-tutoring.com)

**Services Offered:** academic tutoring for all math subjects, chemistry, physics and ELA

**Rate:** \$70/hour

**Payment method:** Net 15 invoicing (tutoring vendor will invoice AFFCF for services provided)

**If you live in the Flagstaff area and are interested in using Einstein Tutoring for your Focus Forward tutoring request, please follow instructions below:**

1. Contact Tessa at Einstein Tutoring, **let her know that you are submitting an AFFCF Focus Forward funding request** and she will provide an **Estimate of Services form** to attach to your Focus Forward request.
2. Submit a Focus Forward request for tutoring with a course schedule and the Estimate of Services form.
3. Once you receive an email from AFFCF with an approval for Focus Forward tutoring funding, please forward that approval email to Einstein Tutoring ([einsteintutoringflag@gmail.com](mailto:einsteintutoringflag@gmail.com)) so they have the Focus Forward request number to invoice AFFCF for payment and let them know the best way to contact you to schedule tutoring. Einstein Tutoring will then contact you to schedule tutoring for the number of hours you were approved for.
4. AFFCF will fund a maximum of 8 hours of tutoring per month. For renewal of tutoring funding, please follow the above steps and submit another Focus Forward funding request, optimally 2 weeks before the 8 hours is used, to allow adequate time to process your request (7-10 business days is our standard processing time). Please note: AFFCF will not pay any past due balances or for services provided prior to a Focus Forward request being approved. AFFCF reserves the right to deny a Focus Forward request for any reason or no reason at all. Thank you for your understanding and allied support.