

### **Private Tutoring**

Private tutoring students have the option to meet virtually, or in person at either our Westlake or North Austin location. In-person tutoring is subject to tutor availability. Not all of our tutors are offering services in-person at this time. We value each of our students as well as our tutors, and we will strive to accommodate everyone's needs to the best of our abilities. At this time, tutoring students are required to wear a face covering during private sessions.

### **Practice Tests and Group Tutorials**

We have resumed our in-person, proctored exams and group tutorials. Students who prefer distance learning or who are unable to attend a proctored exam are encouraged to test from home. Students may pick up test packets from our office or use additional testing materials found in their study guide issued in class.

### **Online Classes**

Our online classes are offered via Zoom. We will have online options throughout the school year. Students wishing to participate in online classes will be required to pick up course materials from our Westlake office prior to the first class. Feel free to call our office with any questions or concerns regarding online classes.

### **In-person Classes**

Our classrooms will be seated at 50% capacity. All seating will be reserved on a first-come, first-served basis. Only students whose names appear on our roster will be permitted into the classroom.

We have arranged the classrooms to allow spaced seating, and we have added HEPA air filters to our classrooms to help improve the air quality. At this time, all students are required to wear a face covering in the classroom.

You may view a complete list of our new policies for students [here](#). Please feel free to contact our office should you have any additional questions or concerns regarding in-person classes.

### **Free Return Privileges**

While all students are eligible for unlimited return privileges to our classes, we are requiring that students wishing to return to classes register so we can monitor class sizes. Again, only students whose names appear on our roster will be permitted into the classroom.

Please don't hesitate to contact our office should you have any questions, comments, or concerns at any time. We are happy to assist you!