



Language Services  
301 Summit Avenue  
Saint Paul, MN 55102  
651-222-2979 / fax: 651-222-6295  
language@gai-mn.org

## Tutoring / Individualized Instruction for Adults & Children

**General Info:** Class tutoring and private instruction may be arranged with GAI instructors through the Language Services program. Lessons and curriculum are tailored to the individual needs of the client to meet specific language goals. Tutoring may take place at the Germanic-American Institute or at another location that is mutually agreeable to the client and tutor. Meeting times may vary and are decided on a per lesson basis between the tutor and client. One lesson may be shared by up to 3 people at no additional cost.

All of our instructors are native or native-like speakers who have training and experience in teaching German as a Foreign Language. Our clients range from absolute beginners to advanced speakers who seek to perfect their German.

### **Rates & Payment:**

- Client may decide on the length of lessons.
- Lessons must be pre-paid by cash, check, or Credit Card. (Credit Card payments must be arranged through Language Services office)
- Tutoring fees can be billed monthly to MC / Visa / Discover Card on file @ GAI.
- Tutoring payments may be paid in person during business hours in the Language Services office, mailed to the GAI, or by Credit Card over the phone / fax / email.

The cost per lesson is based on the following rates:

45 minutes: \$50

60 minutes or more (30-minute increments): \$65/hour

### **Credit Card Payment Information**

GAI will keep and maintain Credit Card information and bill monthly for tutoring sessions received during the prior month

**Trip Fee:** For tutoring not conducted at the GAI, there may be a trip fee added to each lesson price to reimburse the tutor for the extra mileage and time spent traveling to the requested location. The trip fee price per tutoring lesson is \$20; for distances greater than 25 miles, this fee may be negotiated on a per case basis.