



## Private Tuition Terms and Conditions

### 1. Lesson Fees

KS3 or KS4 Science (Physics/Chemistry/Biology) or Maths	From £30 per hour
KS5 Science (Biology/Chemistry/Physics) or Maths	From £30 per hour
University level (Analytical Chemistry, Biochemistry or related subjects)	From £50 per hour
Post graduate (e.g. Thesis proof-reading)	POA

### 2. Payment Information

Payment for the first, trial lesson is payable either via PayPal prior to the session, by cash directly to Clare Daykin or credit/debit card payments can be made over the phone.

If the client is happy to continue with tuition after the initial trial session, payment is due monthly in advance by direct bank transfer.

All invoices should be settled at least 24 hours prior to the first session for which invoicing applies.

Please note that a £5 travel charge is applied to the above fees for all sessions where tutor travel is involved.

*Tutors other than Clare Daykin are employed by Chemucation Science and Maths Tuition. Therefore, payments should not be made directly to the tutor because this will cause increased administration for payroll.*

*On provision of tutor details, clients of Chemucation Science and Maths Tuition agree not to approach Chemucation directly or indirectly with competing proposals of work as this will put tutors in a breach of contract situation with Chemucation. If clients approach Chemucation tutors for tuition directly, they will remain liable for tuition fees from Chemucation, whilst ever tuition is being received.*

### 3. Termination of tuition

(a) This Agreement may be ended by mutual consent at any time, or

(b) Either signatory to this Agreement may terminate the Agreement by giving notice in writing to the other signatory at least one month in advance, except in the first month where two lessons notice must be given by either party.

### 4 Failure to give notice

Unless terminated under Condition 3 above, this Agreement shall continue unless the client or tutor has served notice to terminate this Agreement in accordance with Condition 3(b) above or the signatories have agreed to terminate the Agreement in accordance with Condition 3 (a) above.

Where clients fail to give notice of termination, one month's lesson fees will be payable *in lieu* of notice.



## 5 Complaints

It is important that all clients are happy with the service that they receive and tutors employed by Chemucation will be closely monitored. After the first session, Dr. Daykin will call you to ensure that you were satisfied with the service provided, and to ask for any feedback. In the unlikely event that you are unhappy with the tuition service provided at any point, please call or email Clare Daykin as soon as any issue arises and I will attempt to resolve any issues. In the case of an irrevocable break-down in the relationship between the Client and their Tutor, the assigned Tutor may be replaced, if another suitably qualified Tutor is available and if the replacement tutor is acceptable to the client.

## 6 Lesson Cancellation

To cancel a scheduled lesson, please give notice at least 24 hours in advance. Failure to provide at least 24 hours' notice will result in the time being invoiced apart from where there has been a death in the family.

If a cancellation is made with more than 24 hours' notice, an alternative tuition time will be offered, though the client must accept that it may not always be possible to accommodate rescheduling of lessons, in which case the lesson will be missed and no invoice will be given in respect to the session.

Cancellation with less than 24 hours' notice due to student illness will be invoiced.

Cancellation with less than 24 hours' notice due to tutor illness will not be invoiced, but the opportunity for a session at a mutually convenient alternative time will be arranged as soon as possible.

Cancellation with more than 24 hours' notice on either side will not be invoiced.

## 7 Make-up Lessons

If the tutor is unable to give a scheduled lesson, an alternative time will be offered where possible.

If the student is unable to attend a scheduled lesson, every effort will be made to provide a make-up lesson if proper notice is given.

## 8 Lateness

Lessons will start at their scheduled time. If a student is late, the time will not be made up. Where tutors are travelling to students, students should be ready to start their lesson at the allocated time. However, it should be appreciated that where tutors are travelling to students there may, on occasion be unavoidable delays due to traffic, extended communication with parents etc. Where lessons start after their scheduled time due to tutor lateness, the time will be made up.

Student lateness in excess of 15 minutes will result in a cancelled lesson. The lesson fees and travel charges (if applicable) will not be refunded, and there will be no make-up lesson scheduled. Tutor lateness in excess of 15 minutes will be communicated by text message as soon as is reasonably practicable.



## 9 Lesson Requirements

Students should bring the following items to every lesson: books they are currently working out of, notebooks/paper, calculator and appropriate stationary.

Students should come to each lesson with any homework set by the tutor, completed and be ready to discuss what they are working on.

## 10 Code of Conduct

When tuition takes place in the client's home, students, parents and other residents are requested to refrain from smoking inside the house for the duration of the lesson.

Where students are under 18, tuition will only take place where a responsible adult is in the house at all times. If a responsible adult is not home for the full duration of the lesson, the lesson will be terminated or will not start, but the full lesson fee will be payable.

Where tutors are travelling to students, students and adult members of the household should be fully dressed in daytime clothes on arrival (not pyjamas). It is appreciated that this may not be appropriate or feasible for younger members of the household, in particular where sessions are held after 8pm.

Where tuition will take place at the clients' home, space should be provided for tuition where the responsible adult can be accessible at all times. Under no circumstances will tuition take place in a bedroom.

Students and their parents are to refrain from using inappropriate, disrespectful or aggressive language and/or behaviour during, before or after lessons. Aggressive or threatening behaviour will result in immediate termination of the tuition agreement. Any fees paid for future lessons will be forfeited.

The first offense will result in a verbal warning.

The second offense will result in a written warning.

The third offense will result in automatic withdrawal from lessons with the tutor. In this case, the payment schedule will revert for the case of termination without notice.

## 11 Plagiarism

In accordance with the Tutors Association Code of Ethics, the client acknowledges that the tutor will not complete assignments or homework on their behalf to pass off as their own. Where assistance is provided for e.g. dissertations, theses and assignments, this must be appropriately acknowledged and referenced within the work.

The client acknowledges that plagiarism is a serious academic offense which can result in qualifications being withdrawn.



## 12 Limitation of Liability

While the Tutor will endeavour to ensure the Student makes satisfactory progress, this cannot be guaranteed, and neither the Tutor, nor Chemucation can be held accountable for the academic success or otherwise of the Student. To the maximum extent permitted by law, neither the Tutor, nor Chemucation accept liability for any direct or indirect loss or damage, foreseeable or otherwise, including any indirect, consequential, special or exemplary damages arising from the use of the Tutor's or Chemucation's services or any errors or omissions in the content of the Tutor's learning materials.

### Contact Information:

Dr. Clare Daykin, Chemucation Science and Maths Tuition, Heanor, Derbyshire, DE75 7UY. Telephone: 07963995069 (mobile). E-mail: [info@chemucation.co.uk](mailto:info@chemucation.co.uk)

### Contract Agreement:

I, have read and understand these terms and conditions and agree to abide by them. If student is under 18 years of age, signature of a parent/guardian is required.

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(Printed Name of Client)

(Signature of Client)

(Date)