



## Private Tuition Terms and Conditions

### 1. Lesson Fees

Students starting tuition after 01 March 2019, the following fees will be charged.

Fees agreed prior to 01 March 2019 will continue as previous, until indicated otherwise. Any changes in fees for students will be notified at least one term in advance.

|   |                  |
|---|------------------|
| KS3 or KS4 Science (Physics/Chemistry/Biology) or Maths                                 | £40-£45 per hour |
| KS5 Science (Biology/Chemistry)   | £40-£45 per hour |
| UKCAT or BMAT   | £50 per hour     |
| University level (Analytical Chemistry, Biochemistry, Pharmacology or related subjects) | £60 per hour     |
| Post graduate (e.g. Thesis proof-reading)   | POA              |

### 2. Payment Information

Payment for the first, trial lesson is payable either via PayPal or BACS transfer, 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 BACS transfer.

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

Please note that a £5 travel charge is applied to the above fees for all sessions where tutor travel is involved. Please note that I do not offer tuition in clients' homes. However, between 09.30-14.00 Monday-Friday, I may travel to a mutually convenient location to offer tuition e.g. close to (or even at) a student's school or university.

### 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 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.

## **6 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 more than 24 hours' notice of cancellation.

## **7 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.

## **8 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.

## **9 Code of Conduct**

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. In this case, the payment schedule will revert for the case of termination without notice.

My standard working hours are 09.30-21.00 Monday to Friday. Any text messages (including those sent by social media), emails or telephone calls received after 21.00 hrs will not be responded to until the following working day.

## **10 Plagiarism**

The client acknowledges that I 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.

## **11 Limitation of Liability**

Whilst I will endeavour to ensure the Student makes satisfactory progress, this cannot be guaranteed and I cannot be held accountable for the academic success or otherwise of the Student. To the maximum extent permitted by law, I will not 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 Chemucation's services or any errors or omissions in the content of my learning materials.

Contact Information:

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