



TERMS AND CONDITIONS

1. Tuition fees are payable per half term in advance. Payment should be wired directly to the bank account of Angell Learning & Development Ltd. (Cheques are not accepted)
2. Settlement of the tuition invoice must be within 7 calendar days. Payments outside of this, will result in a £15 surcharge
3. Failure to settle promptly will result in a no-show by the tutor, and a full tuition charge still being levied for that session
4. For new clients, a payment request for the first 2 lessons is required in advance. After which, if the student-tutor relationship is progressing well and the parents/guardians are pleased, then tuition fees per half term will be requested in advance
5. Tuition dates, times and location will be arranged and agreed upon in advance. Occasionally, a tutorial may need to be re-arranged and this can be mutually agreed between the client & the tutor
6. Support materials will be discussed with parents/guardians and the tutor will notify them of the necessary books they'll need to purchase
7. Lessons will continue until either side mutually agree a termination date. A week's notice is required on either party's side
8. **Three** tuitions missed in a term, would normally result in a permanent cancellation of the tuition
9. **48 hours' notice** is required for the cancellation of a lesson. Anything less, will result in the client being billed the entire fee for that lesson
10. With the exception of Easter, Christmas & Summer holidays, **ALL** absences will be charged. Please note this includes half term breaks/reading weeks & sickness
11. Any lessons missed by the tutor, will be carried over to the following week
12. Although we adhere to the school curriculum, we will not do course work or homework that is meant to be the student's own work. Guidance may instead be provided on how to tackle them, if the student is unsure

Approach To Lessons

- I.** A quiet room should be provided with a desk/table and 2 chairs for the student & tutor to work at ease
- II.** Student should come equipped with:
pencil / pen / ruler / eraser / geometry set / scientific calculator
A4 Lever Arch folder / several dividers / A4 lined pad / an excellent quality/size Oxford or Cambridge dictionary/thesaurus
- III.** A weekly synopsis will be provided by the tutor on what has been covered in each lesson
- IV.** Homework will always be given, but it will be gauged with the amount the student receives from school, to avoid saturation
- V.** Homework must be completed. Parents are expected to oversee this, without doing the work for the child or giving them the answers
- VI.** Parents should enable the tutor to see how the student manages the homework set by the tutor. So please do not mark your child's work
- VII.** It is expected that a parent/guardian will be present in the household at the time of the tuition
- VIII.** Commitment to the tutoring programme and a willingness to learn is key for everyone concerned to benefit
- IX.** Angell Learning & Development Ltd seeks to achieve the best results, but cannot be held responsible in the unusual event that the desired outcomes are not achieved



Take the next steps
to a better future

Please sign your acceptance of these Terms & Conditions:

Name:

Signature:

Date:

Name:

Signature:

Date: