

## **Terms and conditions of tutoring service**

**Tutor:** Marina Vantara

**Client:** a person(s) paying tutoring fees

**Tutee:** a person receiving tutoring

1. **Aim and expected outcomes** of tutoring are to be clearly expressed by Client/Tutee prior entering this agreement. In case of changes in planned outcomes and expectations, Client/Tutee must inform the Tutor promptly.

2. Lessons are conducted according to **Schedule** agreed by Tutor and Client/Tutee for each upcoming month. This schedule becomes the basis for the correct invoicing. Any necessity to postpone or rearrange a lesson must be discussed 24 hours or more prior the session.

### **3. Lesson fees**

The tutoring is conducted strictly on prepaid basis. The fees are to be paid before the 1<sup>st</sup> day of each month for the upcoming month. No further charge will be made for the tutor's preparation time or travel costs.

Fees for an introduction session or a single consultation are charged separately, prior the lesson if done by bank transfer or PayPal and at the beginning of a face-to-face session if paid by cash.

4. **Responsibilities of the Tutor.** Tutor will ensure that the Tutee achieves the aimed outcomes by

- consistent and relevant lesson planning
- resourcing each lesson appropriately
- providing differentiated classwork and homework adjusted to individual needs and abilities of the Tutee.

### **5. Responsibilities of the Tutee**

- attend lessons regularly and consistently
- follow the Tutor's instructions and advice related to the learning process
- complete any homework set by the Tutor

If these responsibilities are not fulfilled, Tutor cannot accept the responsibility for a lack of progress.

### **6. Responsibility of Client** (if different from Tutee)

- ensure fulfilment of Tutee's responsibilities
- ensure following the terms of cancellation and rescheduling
- ensure prompt payment of the tuition fees

### **7. Terms of lesson cancellation**

**By Tutee/Client.** The Tutee or Client can cancel a lesson giving at least 24 hours' notice, in which case an extra-lesson will be rescheduled for a mutually convenient time. In the interest of achieving the aimed outcome, the overall number of lessons planned for a period will not be reduced. If the sufficient notice is not given or the student fails to attend a lesson, no refund will be given.

In the case of lateness, extra time will be added to the current or next session, where the Tutor's schedule allows to do so. However, persistent lateness without legitimate reason may result in this flexibility being withdrawn.

**By Tutor.** In exceptional circumstances, a lesson may have to be rescheduled for a mutually convenient time, in which case the tutor will give as much notice to the student as possible.

## **8. Planning for absence**

Any absence due to travel, holidays, family cause, treatment etc. taken by either Tutor or Tutee must be planned at least 1 month in advance and the sides will notify each other to ensure accurate invoicing for the period involving their holidays.

## **9. Termination of agreement**

Each side can terminate this agreement giving at least 1 month written notice to the other side, in which case the agreement will terminate after calendar 31 days from the date of the notice.

In exceptional circumstances if the lessons need to stop urgently

*by Tutee*, the remaining fees paid to the Tutor for the current month will not be refunded

*by Tutor*, the Tutor will refund the remaining fees for the current month to the Tutee.