

Dr Gail Collins-Webb EngD. MSc. BSc.(hons) AIEMA.

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www.collins-webb-tutoring.co.uk



Terms and Conditions for Tuition 2009

1. Scheduled tutorials will always take place on the regular weekly day and time as confirmed in writing by the tutor and will last for 45 minutes. Double sessions are available for A Level or Degree students and last for 1.5 hours.
2. The tutor reserves the right to change the dates and times of classes.
3. Tutorials may include other students where they are studying the same course and are of a similar level of ability.
4. The tutor does not complete any homework or assignment questions that are meant to be the student's own work.
5. The tutor will not be held accountable or responsible for the academic success or lack thereof demonstrated by the student/client. Although the tutor will do their best to help grades and skill sets improve, there can be no guarantee offered thereto.
6. The tutor is not liable for any direct, incidental, consequential, indirect, special, punitive or similar damages arising out of the use of the tutoring service, or any errors or omissions in the content of the tutor's materials. You the client specifically waive any and all claims arising out of the use of this tutoring service.
7. All materials the tutor creates in-house are copyrighted. You agree that you will not publish or distribute any portion of any materials without prior written permission from the tutor.

Payment and fees

8. All fees are payable termly in advance, according to the amount specified in the invoice.
9. Students who attend an initial session are required to pay a deposit of £50 to reserve their place on the course, with the remainder of the term's fees payable at the start of the course.
10. Invoices must be paid before the first day of term. Payment may either be made in full by BACS transfer, or alternatively may be paid in two halves by two cheques; one of them post-dated for 1 month later. Cheques should be made payable to "Gail Collins-Webb" with the corresponding student's name printed on the reverse.
11. Outstanding invoices may result in exclusion from classes.

Cancellations

12. **In the event of cancellation by the client/ student, regrettably all fees are non-refundable.**
13. **The tutor cannot provide tuition services to clients who are ill so please cancel the session providing as much notice as possible.**
14. The tutor reserves the right to terminate this agreement at any time. Should the tutor cancel the agreement as a result of inappropriate behaviour, no fees shall be refundable.
15. The tutor reserves the right to cancel classes. Should the tutor be unable to provide tuition for a session, then it will be rearranged at a mutually agreed date and time. If this is not possible, fees will be refunded for that particular session.

I understand and agree to comply with the Terms and Conditions as set out above.

Client signature: _____

Dated: _____

Print name: _____

Student's name: _____

Relationship to student: _____

Please return one completed copy of this form and retain one copy for your own records.