



Please use a **pen** and fill in with **BLOCK CAPITALS** and mark **(X)** on your selected options in the square .

Student's Full Name:		
Date of Birth:		
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female	
Level of Education:	<input type="checkbox"/> Primary KS1 (ages 5-7) <input type="checkbox"/> Primary KS2 (ages 7-11) <input type="checkbox"/> Secondary KS3 (ages 11-14)	<input type="checkbox"/> GCSE KS4 (ages 14-16) <input type="checkbox"/> A/AS Levels (ages 16-18)
School Year:		Level:
Exam Board & Level (GCSE/A/AS):		
School Name:		
Parent's/Guardian's Full Name:		
Home Address:		
	<b>Post Code:</b>	
Telephone:		
Mobile:		
Email:		
Type of Tuition:	<input type="checkbox"/> Online Group tuition £7.50 per hour per subject (£6.25 for primary) <input type="checkbox"/> Online one to one tuition (Primary £10 per hour and Secondary starting from £15 per hour)	
Subject Required:	<input type="checkbox"/> English <input type="checkbox"/> Science <input type="checkbox"/> Maths <input type="checkbox"/> Additional Science    Other _____	
Starting In:	Month	Year
Payment Method:	<input type="checkbox"/> Bank Transfer Bank Details: Language & Learning Consultant Ltd. Sort Code: 09-01-28; Account Number: 46676042 (Please write the student's full name as a reference while transferring by using your online banking and do not send cash or cheque by post.)	
Accept Terms and Conditions**:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
How did you hear from us?	<input type="checkbox"/> Friends/Family <input type="checkbox"/> Leaflet/Pamphlet/Flyer <input type="checkbox"/> Website <input type="checkbox"/> Social Media	

**\*\*Please find the full terms & conditions on the next pages.**



### Terms and Conditions:

- 1. Payments:** The payment indicated is an hourly rate of per student, per subject. 1-month advance payment required for centre tuition. Each student must also pay a one-off registration fee of £10 (Primary) or £20 (Secondary) for an academic year. Please ensure you make payment after you have completed and submitted the [registration form](#). Payments must be made **in full** at the time of registration – no deposits will be accepted. **Students who have not paid in advance will not be permitted to attend any online sessions. In online tuition, only option of payment is online bank transfer (check the bank detail in the previous page). So, parents are required to complete the payment in advance before the starting of a new month. Without complete payment, we will not send any online Zoom Sessions' log in detail.** Please ensure sufficient funds are available in your bank account before making payment – an administration fee of £10 will be applied should any payment fail to clear, including any cheques returned unpaid (bounced), cancelled or represented, and credit/debit cards or standing orders being rejected. **An administration fee of £5.50 (per student) will be charged for each late payment.**
- 2. Responsibility:** It is the responsibility of the parent/guardian to ensure their child attend session with the presence of an adult guardian, and join the session in a timely manner. **Language & Learning Consultant Ltd. cannot be held responsible for the welfare of any child's online surfing during the time of the session and parents will be responsible to keep an eye on their E-safety (using safe login detail, installing antivirus, parental control in the device and observing their online behaviour).** Although we do our utmost to ensure child safety at all times during online session by appointing to adult DBS checked tutors, our staff is unable to monitor all children's online action in this remote sessions. **Language & Learning Consultant Ltd. cannot be held responsible for any child who is not present in online session for whatever reason.** For home/online tuition, parents will make sure that students attend sessions regularly.
- 3. Refunds:** Refunds will be issued for any lessons cancelled by **Language & Learning Consultant Ltd.** or if your selected classes do not go ahead. No refunds can be issued if a student does not attend a lesson for whatever reason, and nor can lessons missed be carried forward into the following month. However, if you inform **Language & Learning Consultant Ltd.** that a child will not be attending a lesson(s) in the following month, **BEFORE** making payment for that month, then you will not be charged for any lessons that will be missed. Any special cases for a refund request must be provided in writing and will be reviewed by the management team. If deemed appropriate, we will issue a refund or carry forward lessons at our discretion – the management team's decision will be final. However, there will be no refunds, adjustments or cover classes for the summer school as it's running for only a month.
- 4. Cancellation:** In the event of unforeseen circumstances, **Language & Learning Consultant Ltd.** reserves the right to cancel lessons at short notice. All attempts will be made to contact and inform parents/students of any cancellation as soon as possible. If you no longer require tuition or will not be attending any month, please let us know so that your place can be offered to another student. Students may opt to change or cancel the classes they attend only at the end of each calendar month.
- 5. Cover sessions:** Cover Sessions for the missed sessions needs to be arranged within in a month of the missing date. We can only arrange cover sessions on the fixed day and time and if the students miss the arranged cover sessions, no further sessions will be arranged for the missed cover sessions.
- 6. Liability:** **Language & Learning Consultant Ltd.** offers a service to help students perform better at school and achieve better exam grades. We are unable to guarantee success and are not liable for the outcome of any exam results or coursework marks.
- 7. Work materials and stationaries:** **All the worksheets will be emailed to the parents before online session.** However, if parents are unable to printout the worksheets they need to give us at least 5 days notice so that we can post paper worksheets. **If you don't have printout arrangement at home, please let us know during registration so that we can include you in our monthly worksheet mailing list. Parents need to provide students with notebook, pen and other stationaries for online sessions as Language & Learning Consultant Ltd will not provide any stationaries for online session.**
- 8. Personal details:** By providing us with your details and or other information, you agree that we may hold this information on our database. With the exception of our senior management staff, we will not pass on your personal details to any third party without your consent. However, if you agree we may use your details (e.g. your email address) to invite you to join our communications network, including social networking websites; you are under no obligation to join or accept such an invitation.



9. **Communication:** All communication with our tutors must be arranged by appointment via **Language & Learning Consultant Ltd.** This applies to whether you wish to discuss your child's progress or would like to enquire about additional tuition for your child. **Language & Learning Consultant Ltd.** has a duty of care towards its students – for your child's safety we request that you **DO NOT** exchange any personal details (including address, telephone number, email address, social network details) with the tutors or any other member of staff.

**General:**

10. A student's parents are responsible for payment of fees to **Language & Learning Consultant Ltd.** and **not to the tutor.** Where a payment is not made within 14 days of the requested date, we reserve the right to terminate this contract and cease any further services. Continued failure to pay fees will result in legal proceedings, the cost/fees for which will also be charged to the student. A student or parents must not discuss fees and/or any other charges with the tutor.
11. A student must not seek, receive or accept **home tuition** from the contracted tutor or any other tutor who is a member of **Language & Learning Consultant Ltd.** without prior agreement with Language & Learning Consultant Ltd.
12. By doing online or in person registering to use our services, parents acknowledge that individual tutors may have different teaching methods and styles, and that although tutors are selected by us, they are not trained by **Language & Learning Consultant Ltd.**
13. A student acknowledges that **Language & Learning Consultant Ltd.** is not responsible for the tutor's performance or the outcome of the tuition and/or other services received by the student.
14. Students/parents are responsible for informing **Language & Learning Consultant Ltd.** of any periods where tuition cannot take place or is not required. This includes illness, holidays and other periods of absence. Please give a minimum of 24 hours' notice (except in unforeseeable situations). Cancellation of contracted tuition lessons or other services without due notice may result in the student still being charged at the agreed hourly rate.
15. A student must give at least 7 days notice in writing to **Language & Learning Consultant Ltd.** should tuition no longer be required. This will allow the tutor to plan and/or complete his/her work with the student as well as plan his/her other commitments. Students may either e-mail or post their notice to **Language & Learning Consultant Ltd.**

**I certify that I have read and understood the above terms and conditions placed by Language & Learning Consultant Ltd. and will follow them during my tutoring contract.**

**Full Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_