

## TERMS & CONDITIONS

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Please read these terms and conditions carefully, as they form part of the binding contract that you sign when completing your child's admission form.

1. If you are being taught offsite (at a location other than centre), fees are payable at the end of each lesson to your tutor. You should pay your tutor directly, in cash or by cheque (a small surcharge may be applied to cheque payments). Students studying at the centre should ensure that they make payment to the centre administrator at the end of the lesson.
2. A trial lesson will be given free if requested. If the student/client subsequently decides to continue with tuition then we require a payment of two lessons' tuition fees payable at the next lesson.
3. Scheduled tutorials will always take place on the day and time and venue specified, unless a tutorial is rearranged for a time that is mutually convenient to both tutor and student. Lessons will continue until a mutually agreed termination date.
4. Lessons cancelled with less than 48 hours' notice will be billed to the client at a rate of no more than 1 hour of instruction.
5. All online passwords and access codes given to the student/client to gain entry into web based tutorial materials must be kept confidential (online facilities are acquired at considerable expense and are therefore for the sole use of clients/students only).
6. Although we work within the school curriculum, we do not do homework that is meant to be the student's own work, particularly coursework or assignment questions set by the student's school/college.
7. We strive to provide the best possible service, however, we will not be held accountable or responsible for the academic success or lack thereof demonstrated by the student/client. Although we will do everything in our power to help grades and skill sets improve, we can offer no guarantee thereto.
8. We are not liable for any direct, incidental, consequential, indirect, special, punitive or similar damages arising out of use of our tutoring service, or any errors or omissions in the content of our materials. You the client specifically waive any and all

claims arising out of the use of this tutoring service.

9. All materials we create in-house are copyright. You agree that you will not publish or distribute any portion of any materials without prior written permission from us.

10. If students are not picked up on time, this can affect the tuition of pupils who are booked in to follow. Persistently late collection of pupils will result in a fee being charged based on the normal tuition rate (pro rata).

11. If lessons are likely to be regularly cancelled, then payment will be requested for each lesson in advance and will be non-returnable.

12. If you are going to drop your child by car, please ensure that you do not park directly in front of the centre, but preferably alongside Waddon Station in the outlined parking bays.

13. QED Tutors reserves the right to terminate any tuition arrangement for any reason. Clients may also terminate such tuition arrangements but all monies owed to QED must be paid in full.

14. QED Tutors reserve the right to change or amend these terms and conditions without notice but clients will be informed of any changes as soon as possible.