

Tutor — Client Contract with Terms & Conditions

Tutor - Client Contract

Part 1: Details of the Parties:

Tutor's details	Name:	Rebecca Smith
	Telephone:	07486 378007
	Email:	beci@moor-tutoring.co.uk
Client's details	Name:	
	Telephone:	
	Email:	
	Physical address:	
Student details	Name(s):	
	Ages / year groups:	
	Subject(s):	
	Objectives for tuition:	
	Special Educational Needs (SEND, if any):	
	Other notes: (e.g. prior attainment, upcoming exams etc.)	
	Where will tutorials normally take place?	
	When will tutorials normally take place?	

Part 2: General Terms and Conditions

1. **Parties.** In these terms and conditions, the words 'Tutor', 'Client' and 'Student(s)' refer to the individuals specified in Part 1 and, where applicable, any other individual with delegated authority working for and making decisions on their behalf.
2. **Services Offered.** The Tutor agrees to provide tuition to the Student(s) specified by the client, either in accordance with the details set out in Part 1 or as otherwise agreed subsequently between the Tutor and Client (preferably in writing, including by text message, email, via in-app messaging or any other means).
3. **Fees and Payment Terms:** The Client has two options: 1. To pay 2 days before each weekly session at a rate of £30 an hour or 2. Pays £170 (includes a 5% discount) for a block of 6 sessions in advance to be made payable to the tutor 2 days before the first session.
4. **Fuel Payment:** To accommodate students outside my immediate local area while accounting for fuel, vehicle maintenance and travel time, sessions located further than 11 miles incur a standard travel contribution of £5 per lesson. This additional charge will added to the cost of each lesson, for example the client will pay £35 per lesson.
5. **"Disbursements and Expenses.** The Client agrees to pay disbursements and other expenses incurred by the Tutor on the Client's behalf, as long as they have been agreed in advance of being incurred.
6. **Cancellation by Client.** The Tutor's cancellation terms are that lessons are chargeable to the Client if the Client cancels with less than 24 hours notice prior to the start of the lesson (or fails to show up at all). The Tutor may waive or reduce the cancellation fee, at their sole discretion, where there are genuinely extenuating circumstances. The lesson will be arranged where possible at a mutually convenient time.
7. **Cancellation by Tutor.** If the Tutor has to cancel a lesson, there will be no charge for that lesson and the Tutor will try to rearrange it at a mutually convenient time.
8. **Technical Failure (online tuition).** For online tuition, where the tutorial cannot take place or is ended prematurely due to technical failure, if the technical issue is due to the failure of the Client's device or internet connection, this shall be treated as a cancellation by the Client and the lesson shall be chargeable. Where the technical issue is due to the failure of the Tutor's device or internet connection, this shall be treated as a cancellation by the Tutor and shall not be chargeable.
9. **Safeguarding and Professionalism.** The Tutor acknowledges and agrees that they have, or will have prior to commencing tuition, an Enhanced DBS check (or equivalent criminal record check, where they reside outside the UK) dated within the last 12 (twelve) months and that they are happy to show the Client a copy on request. The Tutor further agrees either to procure a new Enhanced DBS check or equivalent every 12 (twelve) months or to register for the DBS Update Service (or equivalent) and to maintain high standards of professionalism, complying with the Code of Practice published by The Tutors' Association, as amended.
10. **Dispute Resolution.** In the event of a dispute arising, the parties agree to take all necessary reasonable measures and act in good faith to resolve the dispute. Should this not be possible, both sides agree to consider Alternative Dispute Resolution (ADR).

Tutor Signature: Rebecca Smith

Date:

Client Signature: _____ Date: _____