



VICTORIA SMITH BSc (Hons) MSc INDEPENDENT TUTOR - Key Stages 3 & 4

Terms and Conditions

1. All sessions are charged at £20 per hour. The minimum session length is 1 hour, longer sessions may be booked upon negotiation.
2. A fee of £5 will be charged for any cancellation made less than 24 hours in advance of the session.
3. The methods of payment accepted are cash and cheque. The client will be issued with a receipt upon payment if requested.
4. Under the Data Protection Act 1994, client's details are not shared with any third parties.
5. Travel expenses will be charged to the nearest mile for travel between Stevenage and the client's home. The current rate for this is 40p per mile (in accordance with AMAP rates).
6. Sessions will only be conducted on the agreed premises (usually the client's home), for the safety of both myself and the student.
7. On no occasion is the student to be left unsupervised on the premises with me, for the safety of both myself and the student.
8. Any equipment or material (i.e. textbooks, stationery, etc) given to the student to aid tuition, remains my property and should be returned to me should tuition cease. Failure to return property will result in a charge to the client for the replacement of the items.
9. All clients agree to a 4 session trial period by signing these terms and conditions. This is to enable me to establish a clear idea of the student's capabilities and needs.
10. Any time after the 4 session trial period, tuition can be cancelled by either myself or the client.