



Beaufort Tutors Ltd

Terms and Conditions

a. Pricing and Attendance agreement

1. You are not subject to any long contract. You only continue with the sessions for as long as you are happy. We only require two teaching weeks written notice if you no longer wish your child to attend, or you wish to cancel any of the sessions. This two-week notice period is also required if you are planning a gap in attending the sessions and wish to come back at a future date. If you have paid for sessions in advance Beaufort Tutors Ltd will refund 50% of any sessions not being attended after the two-week notice period. For example, if you book and pay for a group of 10 sessions and chose to cancel after week 2, weeks 3-4 will be the notice period. Weeks 5-10 will be refunded at 50% of the fee for those sessions. The exception to this is detailed in section b, 6.
2. Fees are due in advance of the first session to ensure a one-to-one slot or group session place is reserved. Discounts will be offered to those paying for a block (normally a half term for group sessions or 10 sessions for one-to-one tutoring) of sessions in advance.
3. If students join a group session midway through a block then fees for each remaining session are due in advance. They are still entitled to receive a discount if they then pay for all the remaining sessions of that block in one go.
4. Payment can be made by cash, standing order or online bank transfer. Any student who has not paid in advance will not be permitted to attend the session.
5. We expect, and encourage, regular attendance and, therefore, missed sessions are non-refundable under any circumstance.

b. Expectations of pupils

1. Students are expected to be punctual.
2. Students are expected to behave exceptionally well and must attend each session expecting to work and learn.
3. Students are expected to have a positive attitude towards their learning.
4. Students are expected to attend with the correct equipment, including pen, pencil, ruler, rubber and a calculator. Beaufort Tutors Ltd will provide all other resources required for the sessions.
5. If students fail to meet these expectations then the following actions will occur:
 - i. The student will receive a verbal warning that the behaviour is not appropriate for the sessions.
 - ii. The student and their Parents will receive a formal written warning that the behaviour is not appropriate and if it continues the student will not be able to continue with their sessions.
 - iii. The student will be requested not to attend future sessions.
6. If a student is requested to leave sessions due to their poor behaviour or attitude then they will not be entitled to a refund of any unused sessions paid for in advance.

By enrolling your child with Beaufort Tutors Ltd, you are agreeing to abide by all the above terms and conditions.