



YES INSTITUTE
Private Tuition Terms and Conditions

Contract between YES Institute and _____

Charges:

J\$6000.00 per 90 minute 1:1 individual lesson or J\$3500.00 if in a group class of no more than 8 students. This will be reviewed annually. The fee includes 90 minutes tuition per session and up to 5 minutes at the end of the lesson for parents to discuss progress. In addition, the fee includes:

- An informal assessment which will be conducted during the first two teaching sessions to determine attainment levels and to inform teaching . During these sessions an initial meeting with parent or caregiver will be arranged to discuss the child’s needs and teaching programme.

Additional Services

Additional services such as academic coaching and study skills training is available and recommended. This is charged separately and can be arranged by appointment.

Payment:

Payment is made by cash, cheque or bank transfer in blocks of 10 classes prior to the start of classes. Bank details given on request.

Cancellation Charge:

Lessons cancelled with less than 24hrs notice are charged at full fee.

Please note that if students are late to classes, they have missed important aspects of their lesson, so please strive to be on time . It is imperative that your child be picked up on time.

Signed:

Dr. Karla Hylton, Founder, YES institute

I agree to the above terms and conditions:

Name of child: _____

Name of Parent/ Guardian: _____

Signature: _____

Date: _____

876-564-1347 , www.yes-institute.com, www.khylton.com

FOR OUR TUTEES

Yes Institute is committed to your highest achievement. We require your cooperation in the tutoring process.

1. Please arrive on time for all lessons whether virtual or face to face. Our classes begin promptly.
2. Come prepared with notebooks, writing instruments, calculator etc. Be sure to read your notes from your previous classes.
3. Face to Face students must be picked up **on time** as we do not offer a waiting area.
4. We are strict with our cancellation policy. We require 24 hr notice for cancellation. If this is received, YES institute will try to reschedule although this is not guaranteed.
5. Payment is made prior to classes and your payment plan can be arranged by contacting us.

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