



# Foreman Tutoring

HELPING YOU PREPARE FOR YOUR OWN SUCCESSFUL FUTURES

## **Payment and Cancellation Policy**

### **Payment**

Payments for tuition must be sent through by the end of the teaching session or paid in cash during the teaching session.

For electronic payments, please use the following bank details:

Name: Matthew Foreman

Account Number: 29122617

Sort Code: 60-83-71

Reference: "Students name"

If the payment is made later than the end of the teaching session, an additional late payment fee of £5 will also be payable.

To avoid the late payment fee, you have the option of setting up a weekly standing order or to pay for the month in full. If you want to pay for the month in full, please send us a message and we will send you the costings for each month, which may vary due to us only being open term time.

Payments are required to be made each week that we are open even if the student is absent. We are open according to the Welsh school term dates. Please visit the following link to view these as they differ each year, <https://www.gov.wales/school-terms-holidaysand-closures>.

We will be open on any bank-holidays that occur during term time, but these teaching sessions are optional, and the fee only needs to be paid if the student attends the session.

If your tutor is ill or cancels the session you do not need to pay for the session and a full refund will be given.

Any payments for extra sessions (weekend exam revision and back-to-school sessions) need to be paid in advance and are non-refundable.

### **Cancellation**

To cancel your tuition space with FT you must give 7 days' notice prior to the next tuition session. If not, you will be liable to pay the next tuition session in full. Once the space has been cancelled all student details and contact information will be deleted from our system.

However, this will only take place once all outstanding payments have been settled.