



# SeaHawk Tutors: Terms and Conditions

*(updated August 2024)*

## 1. Appointments

1.1 Appointments are for 50 minutes unless otherwise agreed.

1.2 Cancellation of appointments made within 4 calendar days of the appointment will result in a charge for the session. Exceptions will be made for illness and other unavoidable situations at the discretion of SHT.

1.3 SHT may make an audio recording of each session at its own discretion. Audio recordings will be retained at SHT discretion. SHT will provide a copy of any recording to a Parent/Guardian at any time upon request. Recordings will be periodically deleted when no longer required.

1.4 Sessions will be conducted remotely via video conferencing systems unless otherwise agreed.

## 2. Contact and Communications

2.1 SHT will only contact the student by email, text or WhatsApp, and always with parent or guardian in cc.

2.2 It is common that SHT will be in touch with student or parent between appointments to provide feedback of sessions completed and to prepare appropriately for sessions upcoming.

## 3. Termination

3.1 Unless a longer-term arrangement is agreed in writing, there is no contract between the Parent/Guardian and SHT beyond the next appointment. Either party may cease further appointments at any time, subject to point 1.2 above.

## 4. Personal Data

4.1 By agreeing to these terms and conditions, the Parent/Guardian is authorising SHT to hold details of student and family in its files, both electronic and paper, for the sole purpose of managing the tuition relationship. The Parent/Guardian may ask to see the data held, and may ask for it to be deleted at any time.

## 5. Payment

5.1 Sessions are charged as per the attached rate sheet, unless otherwise agreed in writing between SHT and the Parent/Guardian.

5.2 Payment is by bank transfer within 15 days of invoice date, unless otherwise agreed, to the bank details on the invoice.

## 6. Other

5.1 Tuition services are offered on a best efforts basis, and SHT accepts neither credit nor liability for the Student's academic achievements.

## Rates *(updated August 2022)*

|  |                 |
|--|-----------------|
| Years 5-8 (11+ and Common Entrance)                  | £65 per session |
| Years 9-11 (GCSE/IB)                                 | £75 per session |
| Years 12-13 (A level, IB DP and university entrance) | £85 per session |