

Terms and Conditions for Language Tuition Services

1. General Terms

1.1 These Terms and Conditions apply to all language tuition services provided by BELingual (the "Tutor").

1.2 By enrolling in our language tuition services, the student (the "Student") agrees to comply with and be bound by the following terms and conditions.

2. Group Tuition

2.1 **Annual Admin Fee:** A non-refundable annual administrative fee of £15 is required for group tuition enrolment.

2.2 **Contribution to Teaching Materials:** A non-refundable fee of £15 is required annually for contributions towards teaching materials.

2.3 **Cancellation Policy:** No cancellations are allowed for group classes. The Student is expected to attend all scheduled classes. No refunds or rescheduling will be offered for missed classes.

2.4 **Invoicing:** Invoices for group classes are sent on a termly basis ahead of the term starting.

3. Private Tuition

3.1 Cancellation Policy:

- The Student may cancel or reschedule a tuition session by giving at least 48 hours prior notice to the Tutor, in which case no tuition fees will be incurred.
- Lessons not attended by the Student without giving 48 hours prior notice to the Tutor shall be charged at the full rate.

3.2 Attendance:

- The tutoring agreement assumes that the Student will attend all lessons as per the agreed day and time on a weekly basis.
- No discounts or refunds shall be given in respect of lessons not attended by the Student.

3.3 Lateness: If a Student arrives late for a lesson, no adjustment to fees shall be made for the time lost. The lesson will finish at the originally agreed time.

3.4 Invoicing: Invoices for private tuition are sent at the beginning of each month. All cancellations should be provided as soon as possible.

4. Preschool Day

4.1 Payment: These classes are paid in advance half-termly.

4.2 Cancellation Policy: No cancellations are allowed for the Preschool classes. The Student is expected to attend all scheduled classes. No refunds or rescheduling will be offered for missed classes.

5. Home Education

5.1 Payment: These classes are invoiced half-termly in advance.

5.2 Cancellation Policy: No cancellations are allowed for the Home Ed classes. The Student is expected to attend all scheduled classes. No refunds or rescheduling will be offered for missed classes.

6. Holiday Camp

6.1 Payment: Payments for the holiday camp are due in advance. Places are only allocated upon receipt of payment.

6.2 Discounts:

- **Early Bird Booking:** 5% off for registrations made up to one month before the first day of the holiday camp.
- **Full Week Booking:** 5% off for booking a full week.
- **Siblings:** 5% off for additional siblings.

6.3 Early Bird Discount: If payment is not received one month prior to the first day of the holiday camp, the Tutor reserves the right to re-issue the invoice by removing the 5% early bird discount.

6.4 Cancellation Policy: All bookings are non-refundable and non-transferable. All fees are due in advance, and places are secured upon receipt of payment.

7. Payment Terms

7.1 Payment terms are strictly 7 days from the date of the invoice.

7.2 The Tutor reserves the right to add a late payment fee for any payments not received within the 7-day period.

7.3 The Tutor reserves the right to stop tuition until payment is made in full.

8. Conduct and Responsibilities

8.1 The Student agrees to conduct themselves in a manner that does not disrupt the learning environment or the Tutor's ability to teach.

8.2 The Student is responsible for providing any materials or resources that are required for the lessons, aside from those covered by the teaching materials contribution fee.

9. Liability

9.1 The Tutor is not liable for any direct, indirect, incidental, or consequential loss or damage that may result from the tuition services.

9.2 The Tutor shall not be held responsible for any travel expenses incurred by the Student in relation to attending tuition sessions.

10. Termination

10.1 The Tutor reserves the right to terminate the tuition agreement at any time if the Student fails to comply with these terms and conditions.

10.2 The Student may terminate the tuition agreement by providing at least one month's written notice.

11. Price Review

11.1 Prices for tuition services are subject to review on a yearly basis.

12. Changes to Terms and Conditions

12.1 The Tutor reserves the right to amend these terms and conditions at any time.



14. Agreement

14.1 By enrolling in the language tuition services, the Student acknowledges that they have read, understood, and agree to be bound by these terms and conditions.

BELingual

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