



Terms and Conditions

Tuition and Fees

All payment of tuition fees is to be made monthly, in advance, totalling £70 per month for 8 hours (4 sessions) of English and Maths tuition. (Each session is 2 hours: 1 hour of English and 1 hour of Maths). The fee also includes IXL English and Maths Account Subscription, stationery (and book bag for KS2).

In addition, **an initial deposit of £70 per child** is payable at the start.

The amount of £140 must be received before any tuition is given in order to cover the deposit and one month's tuition fee in advance.

Subsequent payments are to be made via Direct Debit.

Fees must be paid on time otherwise an extra fee of £10 will be charged for late payments received within 2 working days of the due date.

In any event of non- payment, we reserve the right to refuse your child tuition. We are entitled to take your deposit in full and terminate the contract immediately.

Tuition fees, once paid, are not refundable or transferable.

Absence

Each child must maintain a level of **at least 90% attendance per term** to ensure a positive outcome from the tuition. If your child's attendance falls **below 90%, you will have to pay** for any absences to ensure their place is kept.

If your child cannot attend a lesson, please give us at least **24 hours notice** so we can reschedule the lesson. **Please contact us on 07513 373594** to leave a voicemail message or send a text.

If you give less than 24 hours or no notice, **you will be charged** for the cost of the lesson.

We do not charge a fee in the Christmas, Easter or Summer school holidays.

Punctuality

Please come to lessons on time. According to your child's age, they will have been given a set time and day to attend. If you are late, you **cannot** have extra time added to the lesson.

Our weekend classes are Saturday 10 am-12pm **or** 1pm-3pm and Sunday 10 am-12pm **or** 1pm-3pm.

Please make sure you are aware of the time of your child's class as we cannot be held responsible if you leave your child unattended before or after the class.

Behaviour

We have very high expectations of our students and emphasise how important it is for students to treat others in the way that they would like to be treated. If your child behaves in a manner we deem unacceptable, we will notify you directly. If this unacceptable behaviour should continue, your child will be removed from the classes and not be allowed to return. **No refund of advance paid classes will be given in this instance.**

We do not tolerate abuse or unacceptable behaviour from parents or carers. If such an occasion arises, we reserve the right to terminate the contract with immediate effect and retain any advance fees paid.

Homework Completion

We believe that your child's success can be best achieved by working together but ultimately it is the parents' responsibility to ensure the child is completing the homework assigned on a weekly basis.

We feel this is an essential element of the tuition and without this, we believe you will not see the maximum benefit from the tuition.

We expect full parental communication and collaboration when addressing educational or behavioural matters, in order for the child to make significant progress. A channel of communication must always be open with the person who is responsible for the child; whoever has signed these Terms and Conditions will be deemed responsible.

Publicity

OXEMT may use photographs or images of its students in its promotional materials eg website and promotional videos. This might include (but is not limited to), the right to use them in our printed and online publicity and social media.

I do give consent to the use of photographs and/ or images of my child for these purposes (If you do not agree, please let us know)

Withdrawal Policy

If you wish for your child to no longer attend OXEMT Tuition, you must give **one month's notice at the class on the due payment date** in order to have your deposit returned in full. Alternatively, the deposit can also be used as the final month's tuition fee.

Once notice has been given, you will have four lessons remaining, which are to be used within four successive OXEMT sessions. If the child is absent within this time, we do not add on extra lessons.

If this notice is not given in full, **you will lose all your deposit as we do not pro-rate the amount.**

The minimum term for enrolment with OXEMT is 6 months.

I have read, understood and accept the above conditions.

Parent's/Guardian's Name:

Student's Name(s):

Parent's/Guardian's Signature:

Date:

OXEMT reserve the right to accept or reject any application for admission or continued enrolment and our decision is final.

OXEMT reserve the right to revise or modify these Terms and Conditions at any time and you will be notified by email or text message.