

# Helen Grogan Tuition

## Client Registration

### Terms of Engagement

I, \_\_\_\_\_ have engaged Helen Grogan Services for the arrangement of tutoring services for my child, \_\_\_\_\_ . Tutoring will take place in my home unless otherwise agreed. I agree to pay the registration fee once a suitable tutor is engaged. I am happy for my child to have lessons on ZOOM? Y / N

### Annual Registration Fee - £150

(New Clients will be required to have an educational assessment at an additional cost of £125. Clients currently registered at Saturday school will not be required to do this.)

I agree that the tutor will inform Helen Grogan Tuition Services of tuition hours completed and that I will pay Helen Grogan Tuition Services a fee of 10% of Tutors charge per hour. Helen Grogan Tuition will invoice me accordingly. I will make my own arrangements with the tutor with regard to their fees.

See Terms and Conditions.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Email address \_\_\_\_\_

## Terms and Conditions

Helen Grogan Tuition is a **tuition brokerage service** not a tuition agency. We facilitate an introduction from client to tutor. We do not employ and pay the tutors ourselves.

In order to access our services you are required to pay an annual fee to Helen Grogan Tuition Services.

Payment for the actual lessons is to be paid directly from the client to the tutor at a rate agreed between them.

The signing of our form provides a contract between the client and Helen Grogan Tuition stating that you will abide by the rules therein.

You will pay on immediate receipt of an invoice each month the fee of 10% of tutors' hourly rate for all hours of tuition received. This is much cheaper than employment agencies who normally charge at least 20% of the fee.

You will not continue to use the tutor privately once the initial booking has been completed. This will form a breach of the contract that you have signed.

We agree to introduce clients to tutors. It is for the client to decide which person is most suitable. Whilst we recommend people we believe to be efficient and professional the client must outline to the tutor what they expect from them. Should someone prove unsuitable you must let us know and we will recommend someone else subject to availability.

We are not responsible for any fees that you have paid to the tutor nor are there any refunds of our fee for lessons that have been taken.

If you wish to cancel a session you give us at least 24 hours notice or you will be charged for that booking.

We are not responsible for the punctuality or availability of the tutor. We facilitate an introduction to that person and that is all. We cannot be held responsible for any failings of behaviour or competence. These must be ascertained by the client by whatever means they feel suitable.

We will try to arrange tutors but this is subject to availability and does not affect the payment of the joining fee which is due once the first tutor has been hired. This fee will last for one year and will be chargeable again if tuition continues.