

Tuition School's Terms and Conditions

1. Definitions

- **Centre:** Tuition School, 116 Sudbury Court Drive, Harrow, HA1 3TG, UK.
- **Student:** The individual enrolled in the centre's courses.
- **Parent/Guardian:** The individual responsible for the student.
- **Tutor:** The individual providing tuition on behalf of the centre.
- **Course:** The program of study the student is enrolled in.

2. Enrolment and Commitment

- Enrolment requires a minimum commitment of one term and a non-refundable deposit of £25.
- Completion of enrolment forms, including medical information, is mandatory.
- Parents/Guardians must disclose if the child has special needs to determine available support.

3. Payment of Fees

- Annual course fees are divided into 11 equal monthly instalments, payable via standing order on the first working day of each month.
- An invoice is issued at the start of enrolment and updated every six months upon request.
- Dishonoured cheques incur a £35 charge. Late payments or cancellation of standing orders incur a £25 fee.
- No pro-rated refunds are issued for incomplete terms.

4. Termination and Withdrawal

- **By Parents/Guardians:** One month's written notice is required for termination. Refunds are subject to the notice period.
- **By the Centre:** The Centre may terminate tuition for reasons including fee non-payment, policy violations, or disruptive behaviour.

5. Prohibition of Private Tuition

- Engaging teaching staff for private tuition outside the Centre's framework is prohibited. Violations result in immediate termination of enrolment.

6. Attendance and Punctuality

- Students must attend all classes punctually. Persistent unnotified absences may result in expulsion.

7. Code of Conduct

- Respectful behaviour is mandatory. Disruptions may lead to disciplinary actions, including termination.

8. Health and Safety

- Up-to-date medical information must be provided. Unwell students should not attend classes.

9. Photographs and Media

- Photos may be taken during events for promotional purposes with prior consent.

10. Data Protection

- The Centre complies with the Data Protection Act 2018. Data is used solely for educational services and shared only as required by law.

11. Class Size

- Maximum class size is 16 students.

12. Online Lessons

- Parents/Guardians must provide suitable hardware and workspace for online lessons.

13. Special Educational Needs (SEN)

- SEN requirements must be disclosed during enrolment to assess support availability.

14. Limitation of Liability

- The Centre is not liable for personal injuries or property damage except as imposed by law.

15. Changes to Terms and Conditions

- Terms may be amended in line with UK law. Parents/Guardians will be notified of changes.

16. Governing Law

- The terms are governed by the laws of England and Wales. Disputes are subject to the courts of England and Wales.

17. Additional Payment Policies

- Refunds for cancellations due to illness or medical reasons require prior notification and evidence.
- If a lesson is cancelled by the Centre and cannot be rescheduled, fees will be refunded or carried forward.
- No fees are refunded for cancellations initiated by parents/guardians.
- No fees can be deducted due to holidays or any occasions.
- **No pupils will be allowed to continue without paying the tuition and material fees.** If such situation arises, please speak to the admin immediately.

18. Bank Details

- Payments can be made by cheque, bank transfer or card payment at the reception.
- Business Name: Universal A+ Limited (Trading as Tuition School)
- Bank Name: Clear Bank
- Account Number: 22254473
- Sort Code: 04-06-05