

Academic Tutors Surrey – T&Cs

The following terms apply to private clients/tutors requiring or providing tuition in the student's home or online. Please note that payment procedures for Clients & Tutors can vary for companies (schools, local authorities etc) requiring tuition services. Please contact Academic Tutors Surrey for more detail.

****Clients/ Students****

[1] Our Service: Academic Tutors Surrey are providing you two separate services. The first is sourcing you a tutor that is able to provide the tutoring services you have requested in this Form. The second is arranging for the tutor to actually provide you with the tutoring services. The cost includes any VAT that is payable for the services we provide. We will find a suitable tutor for you as soon as possible after your Registration Fee has cleared – but we cannot guaranty the timeframe.

[2] Tuition Fees: The Registration Fee must be paid by the client prior to Academic Tutors Surrey allocating/confirming your tutor and hence the first lesson taking place.

A valid Credit/Debit card must be held in the "TutorCruncher System" prior to any lesson taking place. Tuition fees will be autocharged to your card following submission of a lesson having taken place by the tutor. You will receive a confirmation invoice each time.

[3] Customer Cancellation: If you wish to make changes to the amount or type of tutoring received, please get in contact with us as soon as possible.

You can close your account, with 10 days written notice, at any stage. If there is a negative balance on your account, this is due to be paid to Academic Tutors Surrey immediately upon cancellation.

[4] Tutor Attributes: Our tutors are suitably skilled, qualified and DBS checked – so as to provide the tuition in the subjects required. We require that all our tutors agree not to provide tutoring services to you directly, bypassing us.

[5] Lesson Rescheduling: Should you need to cancel or reschedule a lesson, please give the tutor 24 hours notice, otherwise you will be charged at the full rate as per this agreement.

[6] Guardians: We require that a guardian (person over 18 years old) is present during lessons with our tutors if the student is under 18 years old. The tutor may refuse to provide tutoring, if this is not the case, and the lesson will be charged at the full rate as per this agreement.

[7] Our Right to Cancel: Academic Tutors Surrey reserve the right to cancel the service we are providing where; payable fees have not been made, we judge that tutoring is no longer in the interest of the students success, an abusive, hostile or unsafe environment exists, unreasonable demands are placed on the tutor.

[8] Other Terms: This contract is between you and Academic Tutors Surrey. These terms are governed by English Law.

****Tutors****

[1] The Tutor, who is an independent contractor, agrees to engage the Service Provider (Academic Tutors Surrey) to introduce students for tuition. Academic Tutors Surrey acts as an agent by providing introductions of Tutors to Clients and vice versa. The parties agree that the Tutor shall act as an Independent Contractor in delivering tuition to the client and not as an employee to Academic Tutors Surrey. The tutor shall provide information on their educational background, work experience, references and a copy of their enhanced DBS certificate in advance of commencing work with a client of Academic Tutors Surrey. The tutor agrees that we may share this information with prospective clients.

[2] The tutor agrees to assist students introduced by Academic Tutors Surrey with their educational requirements - where both parties have determined the areas of expertise.

The tutor will: Plan and implement lessons and an appropriate course of study for the assigned student. Make an effort to coordinate the tuition and accommodate the student's scheduling of sessions. Submit a short report after each lesson to identify topics covered, areas of concern or achievement. Attend agreed lessons with client in a timely and professional manner.

[3] Academic Tutors Surrey will automatically invoice clients on behalf of the tutor and payment will be made directly from the client to the tutor's Stripe Payout Account. Pay is based on a flat hourly rate as specified. Tutors may not accept payment from any client on behalf of Academic Tutors Surrey for any tutoring services.

[4] Lesson reports must be submitted within 48 hours of tutoring. The tutor is responsible for timely and accurate submission of tutoring hours in order to effect prompt and correct payment.

[5] The tutor is responsible for payment of any and all taxes arising out of Academic Tutors Surrey introductions and Academic Tutors Surrey is under no obligation to provide any employment benefits.

[6] The tutor shall inform the Client prior to taking any substantial holidays that affect agreed lesson plans. A reasonable notice period of at least 14 days should be given. The tutor will try to arrange alternative dates for any tuition cancelled due to holidays or illness.

[7] The Tutor agrees that it will not, except as required by law, either during the term of this Agreement or after its termination, directly or indirectly, by any means whatsoever, divulge, furnish, provide access to, or use for any purpose any Confidential Information.

[8] The tutor shall not, either for the term of lessons agreed, or for 6 months after, tutor a client of Academic Tutors Surrey privately for a direct fee.

[9] As a self-employed tutor, you are not covered by Academic Tutors Surrey insurance. For help or advice on arranging your own insurance you can contact The Tutors Association.

[10] The terms of this agreement will become effective once a tutor is approved and will continue in effect until terminated. The termination of this agreement may be made by either party, with one month written notice. However, if the tutor does not fulfill the terms of this agreement, Academic Tutors Surrey may terminate this agreement immediately.