

Terms and conditions

1. **Information Supplied by the parents will be held manually or electronically for the purpose of administration and will not be shared with any other parties.**
2. **In the case of withdrawal minimum of 4 weeks' written notice must be given along with the reason.**
3. **All set targets including homework are the extension study of tuition, hence must be completed and returned within the stipulated time.**
4. **Class standard size could reach 15.**
5. **Parents / Guardians are responsible for the payment of tuition fees.**
6. **Tuition fees are paid in 4 weeks advance.**
7. **Any changes that have an effect on child's learning with Tutoring Towards 11+ must be notified.**
8. **Tuition fees for the unattended classes will be refunded in full if other conditions are met.**
9. **All absence must be notified in person / writing / telephone call in advance along with the reason.**
10. **Non refundable registration of £25 applies for all courses and payable at registration.**
11. **We reserve the right to change the class time, tutor-personnel and tuition fees as per prevailing situation with reasonable notice.**