

PROGRESS TUITION CENTRE

353 WEST BARNES LANE, MOTSPUR PARK, KT3 6JF

Tel : 020 8336 1951

Terms and Conditions

Please read the following carefully and sign below.

1. The payment for the assessment will be retained until the last lesson.
2. The assessment will be valid for 4 weeks after this a new one will be required.
3. A deposit of £30 (refundable) will be required on the day of feedback.
4. A registration fee of £10 (non-refundable) will be payable.
5. Payments for lessons must be made on the first lesson half a term in advance.
6. Further payments of lessons must be made before the next lesson commences i.e. before the half term break. Progress Tuition Centre reserve the right not to teach the lesson if payments are not made on time.
7. No refund and no alternative lesson will be given for missed lessons
8. Pupils should arrive **on time** for, as the lesson will finish at the time allocated to it.
9. Parents should purchase books recommended by the tutor for their use.
10. Parents and pupils should ensure that homework given is completed.
11. If tuition is no longer required 2 weeks notice must be given in writing. Failure to do so will result in the payment of full fees for the lessons and loss of the deposit.
12. Tuition fees are **fixed** and are **not** negotiable.
13. Any books or materials lent to pupils, These should be returned before the tuition is terminated
14. **Pupils must bring** the following materials to every lesson:
 - a. A4 File and dividers (if studying more than one subject).
 - b. A4 lined paper
 - c. Writing Equipment.

I have read and understood the above and agree to abide by them

Signed Parent..... Date_____

Signed Pupil