

Contact details: [louise@dyslexiadevon.co.uk](mailto:louise@dyslexiadevon.co.uk)

### **Payment Terms**

- Lessons fees are £45 per session and take place in the tutor's location. Lessons can take place in an alternative location such as the student's school via prior arrangement but an additional travel cost will be incurred.
- Lessons last 1 hour and are booked in term blocks (usually 6-8 weeks linked to local school terms.)
- Payments must be made via bank transfer to the account on the invoice using the students' names as a reference.
- Payments for the term must be made 48 hours in advance of the start of the first lesson of that block.
- Please note cash or cheques are not accepted.

### **Cancellation by the Student**

- Lessons cancelled by the client or not attended by the student will be paid for in full and will not be refunded. In this situation the tutor will try to reschedule but it cannot be guaranteed. Rescheduling is dependent on tutor availability.
- Late arrival by the student will not result in an adjustment of the lessons timings or fee.

### **Cancellation by the Tutor**

- If a tutor cancels a session within 24 hours of a scheduled tutorial and the student or client has made payment, the full tuition fee will remain credited to the client's account for use at the rescheduled tutorial.
- Tutors will be available between the agreed timings for the tutorial.

### **Termination of Lessons**

- This contract may be terminated by either party, at any time, by giving 30 days written notice.

### **Code of Conduct**

- The tutor will act with professionalism during the lessons and with due care to the student's comfort and needs.
- The student is required to behave in a manner conducive to learning.

- Parents/carers may choose to stay with the student during the lesson but must agree to remain quiet and for phones to be switched to silent.
- Electronic devices are only permitted for use during tutorials for educational purposes and must otherwise be turned off.

### **Assessment**

- Assessments will be carried out at times pertinent to the student's learning. Paper and digital copies of assessments and the students details will be held in accordance to the Privacy Policy.

### **Signing**

- By signing this document, the client is agreeing to all the terms and conditions contained within.

Tutor Signed: Date:	
Client Signed: Date:	