



Terms and Conditions: Tutoring and Dyslexia Assessments

Commitment to tutoring

Once we have had an initial session, I ask parents to commit to a minimum of one full academic term's worth of tutoring for their child (10 sessions). There are two very important reasons for this working practice:

- For children, relationships with adults are very important in learning how to form healthy attachments later in life. I believe it is very important that your child has consistency and can rely on a tutor as a trusted adult.
- It is important for the child to see progress being made and for them to build up their confidence. It takes time to see progress and build a suitable working relationship.

Registration deposit

If you decide to proceed with tutoring you will be invoiced for a £50 retainer. This will be held for the duration of the tutoring assignment and returned to you provided there are no outstanding fees owing.

- Following the end of the assignment, you may either request the retainer to be refunded against your final invoice;
- Or you may request a direct bank transfer payment.

Re-scheduling or cancellation of sessions

I recognise that sometimes you may need to cancel an agreed tutoring/consultancy session: in these circumstances please contact me to discuss re-scheduling if possible. I am happy to be flexible and can often re-schedule a booked session, however this should not be an expectation. Sessions cancelled with less than 24 hours' notice will be billed up to the full standard tutoring fee. If I cancel a scheduled session with less than 24 hours' notice I will not expect payment for this session.

Payment Terms

For tutoring sessions, I ask that you settle your outstanding account within one week (7 days) from the date of invoice; payments may be made very easily via direct bank transfer or with an online payment using your credit or debit card. You will be invoiced at the end of each month.

Sort code: 40 36 16

Account number: 91178717

For specialist assessments I would ask for 50% of the total cost to be paid before the assessments are undertaken and the remaining 50% to be paid once the report is written. Once this has been paid the report will be delivered.

Please be aware that according to the Late Payment of Commercial Debts (Interest) Act 1998, self-employed freelancers are entitled to claim a £40 late fee upon non-payment of debts after the agreed payment deadline, at which point a new invoice will be submitted with the addition of this fee. If payment of the revised invoice is not received within a further 14 days, additional interest will be charged to the overdue account at a statutory rate of 8% plus Bank of England base rate.