

TERMS OF AGREEMENT (Please see point 4 for cancellation of agreement):

1. I agree to authorise payments to Maldon Tuition by direct debit by completing the online mandate within 48 hours of completing a registration form. I also understand a link to the direct debit mandate can be accessed on the “Join/Assessment” page on Maldon Tuition’s website.
2. I understand direct debit payments will be taken for a month in advance on the 1<sup>st</sup> of the month or as soon as possible after the 1<sup>st</sup>; and that the monthly fee will vary depending on how many sessions are available. Fees for year 11 GCSE pupils will automatically end once their exams are completed.
3. I understand the number of days tuition provided each month will vary and that Maldon Tuition follows Essex County Council’s school term dates. I also understand that Maldon Tuition will provide me with a list of sessions for each month upon request.
4. I agree to provide Maldon Tuition with at least one full calendar month’s notice in writing to terminate tuition and cancel my direct debit, and understand that tuition will then end at the end of the following calendar month (e.g. to terminate tuition on 31/10, notice is required by 30/9). I also understand acknowledgement of my cancellation request will be issued by Maldon Tuition and must be retained by myself as proof of cancellation.
5. I understand that fees are still payable for sessions my child does not attend.
6. I understand if Maldon Tuition is required to cancel any tuition sessions, the cost of missed sessions will be deducted from the following month, or an alternative date will be offered.
7. I understand if any tuition sessions are required to be cancelled by Maldon Tuition for reasons outside of their control (for reasons including, but not limited to, government forced shutdowns) any fees paid will be carried over to a date at which tuition can commence again and refunds are not payable as an alternative.
8. I understand that Maldon Tuition may use different tutors to tutor my child for both regular and one-off sessions.
9. I give consent for my child to attend Maldon Tuition.
10. I give permission for a trained member of staff to administer appropriate first aid to my child if required.
11. I confirm that the information given on this form is correct and agree to notify Maldon Tuition in writing of any changes.
12. I understand that it is my responsibility to ensure my child arrives at their study sessions on time, and is either collected at the end of their sessions by one of the adults named on the registration form, or is permitted to make their own way home.
13. I agree that Maldon Tuition may contact me with regards to my child and their services using any of the contact details I have provided.
14. I agree that Maldon Tuition may retain personal information provided on file and/or computer for the purpose of administering and retaining records.
15. I give permission for my child to be photographed and/or recorded for the purpose of promoting and/or advertising Maldon Tuition (please advise us in writing if you do not agree to this).
16. I understand Maldon Tuition may change the cost of sessions by providing at least 2 calendar months notice to me, or instantly in the case that an applied discount is no longer applicable.
17. I understand that Maldon Tuition may cancel this agreement at any time