

## Photograph Consent form for use by Community Tuition Centre

We may occasionally take photographs of the children at the Centre. We use these images as part of our Tuition Centre displays and sometimes in other printed publications on our tuition website or social media pages for publicity.

We would be very grateful if you would fill in this form to give us permission to take photos of your child and use these in our printed and on-line publicity

I give Community Tuition Centre permission to take photograph of my child. **YES** **NO**

I grant Community Tuition Centre full rights to use the images resulting from the photography, and any reproductions or adaptations of the images for fundraising, publicity or other purposes to help achieve the group's aims. This might include (but is not limited to) the right to use them in their printed and on-line publicity, social media, press releases and funding applications.

**YES** **NO**

### TERMS AND CONDITIONS - Community Tuition Centre Ltd.

**Tuition Services:** Providing tuition courses as described on our website and as agreed and indicated on the Registration Form.

**Commencing Tuition:** A child may only attend classes/exams once Community Tuition Centre has received the completed Registration Form has been accepted.

**Course Fees:** Course fees must be paid monthly in advance as defined under the relevant 'Courses' pages on our website and under the 'Payment Method' section of the website 'Registration Form'.

Community Tuition Centre reserves the right to cancel your contract and stop your child's course with immediate effect should a monthly payment remain outstanding.

**Venues/Classes:** All classes will be held at unit 8, 692-698 Stratford Road, Birmingham B11 4AT. Community Tuition Centre reserves the right to make any changes to venue locations, course times and/or class structure.

**Restriction of Liability:** Community Tuition Centre must be notified by email of any absences through illness or family commitments.

**Missed Lesson:** We are unable to refund or offer an alternative session to replace any missed weekly tuition sessions.

**Delayed Courses:** Community Tuition Centre will make every effort to complete the services on time, however, if there is a delay due to any act or event beyond our reasonable control which prevents Community Tuition Centre from fulfilling their services or using the tuition/exam venue, then neither Community Tuition Centre nor its representatives are liable. This includes, but is not limited to traffic congestion, public transport delays, strikes and natural disasters. In such an event, Community Tuition Centre will contact you as soon as is reasonably possible to notify you. Whilst it is hoped that your child will improve his/her skills, Community Tuition Centre cannot guarantee that its tuition services will enable your child to pass the relevant exams or achieve entrance to their desired college/university.

**Cancellation of Tuition:** Courses offered with **guaranteed course completion and exam reparation** are only offered as complete packages. These courses require a commitment for the entire academic year (September to June), therefore cancellation is not permitted. However, if an event or situation beyond your reasonable control arises which restricts you from attending class then Community Tuition Centre will take this into consideration and come up with a solution that is fair for both parties.

For hourly tuition classes **only**, one **full** calendar month's **written** notice is required to cancel our Tuition Services.

Community Tuition Centre may cancel the contract at any time providing you with one full calendar month in writing. Any advance payment you have made for the Tuition Services beyond the expiry of Community Tuition Centre's notice will be refunded to you.

The reservation fee will be retained in the event of a cancellation from the course prior to June of the relevant academic year.

**Pupil Arrival /Collection:** All parents/guardians must arrange to bring/collect their child to/from the classroom. You must not allow any child to leave without a responsible adult whose name has been specified on the Registration Form.

If there is an emergency and an unspecified adult needs to collect your child, please let us know beforehand or leave a message on the **emergency mobile 07581235033**.

**Food and Drink in Classes:** In the interests of health and safety, no food, drinks (apart from water) are allowed into lessons. Parents should ensure that their child has been sufficiently fed and watered prior to the lesson. Water is usually provided at the venues.

**Mobile Phones:** Use of mobile phones is strictly prohibited in the classroom of Community Tuition Centre.

**Further General Points:** We will not give your personal data to any third party. We will use the personal information you give to us to:

- a. Provide the tuition services
- b. Process your payment for these services and
- c. Inform you about similar products or services that we provide.

If you have any concerns, please email **info@communitytuition.co.uk**

**I have read and agree to Community Tuition Centre's Terms and Conditions.**

#### Payment Method:

Fee can be paid by standing order, cash or cheque\*.

**REGISTRATION FEE:** There is no registration fee for any course.

**RESERVATION FEE:** This is separate from the course fee and is used towards the cost of all resources, past exam papers, stationary, and assessments.

For each Courses: £50.00 Non-refundable Reservation Fee payable at the start of the course.

#### TUITION FEES- COMPLETE COURSES INCLUDE EXAM PREPARATION

GCSE/IGCSE: Five installments of £170.00 for each subject before the deadline mentioned on the website.

AS/A2 Courses: Five installments of £300.00 for each subject before the deadline mentioned on the website.

**Tuition classes:** For all tuition classes' tuition fee must be paid in monthly installments.

We are a **Private limited Company** in England and Wales. Our registration number is **11484759** and our registered office is unit 8, 692-698 Stratford Road, Birmingham B11 4AT.

**I have read and agree to the payment method as outlined above.**

**Signature:**

**Name:**

**Relationship:**

**Date:**