



## Terms and Conditions

### Definitions and Interpretation

[Tutoring Company]: A business owned by **Kara Cook**, trading as **Just 2 Imagine Tutors**. Noted as '**Us**'.

Client: The party requesting Tuition. This is assumed to be the individual, parent/guardian of student, who initially contacts **us** unless otherwise stated.

Lesson: A period of time, during which the Tutor promises to engage in Tuition for the Client, for which the Client promises to pay the Tutor. All lessons are 1 hour long unless otherwise agreed.

Lesson Fee: Amount charged for a Lesson made up of the Tuition Fee and assessment fee.

Tuition: Any service supplied by a Tutor which has been requested by the Client.

Tuition Fee: Amount charged for Tuition during a lesson.

Tutor: The party offering Tuition for which payment is expected in return.

If you, the Client, request Tuition with a Tutor introduced to you by Just 2 Imagine Tutors, then you agree to abide by the Terms and Conditions stated below:

#### 1. Lesson Cancellation

- a) If the **Client** cancels an arranged Lesson **less than 24 hours** before the Lesson is due to begin, for a reason other than an accident or an emergency, then the Client shall be obliged to pay the Lesson's fee unless a mutual alternative agreement has been made between the Client and the Tutor.
- b) If the **Tutor** cancels an arranged Lesson **less than 24 hours** before the Lesson is due to begin, for a reason other than an accident or an emergency, then the Client is entitled to ask that a subsequent Lesson, up to the same duration, be offered by the Tutor at another date and time unless a mutual alternative agreement has been made between the Client and the Tutor.

#### 2. Payments are Due Prior to Services

- a) The Client shall pay the Lesson Fee using the online payment service, Stripe via the Tutorbird management service. Payments are taken via **autopay**. The payment recipient will be Just 2 Imagine Tutors.

- b) Kara Cook, Just 2 Imagine Tutors will invoice the Client for tuition fees on a monthly basis. The amount of the invoice will be the sum of a number of Lesson Fees. Monthly tutoring packages are billed as 4 weekly sessions. The Client agrees to pay the full amount of the invoice in advance via autopay.
- c) Payments are taken in advance via **autopay** using the card on the client's file. Just 2 Imagine Tutors will send an email to notify client that payment has been taken.
- d) If there is a problem with autopay and the card transaction has not been complete, the client will be notified.
- e) If the Client does not pay an amount due before the date when it was due, Just 2 Imagine Tutors reserves the right to charge a **late payment** fee of up to **£10** for each letter/email that is sent to the Client, with regard to the amount owed. Such letters will be sent no more often than once each calendar month. Just 2 Imagine Tutors also reserves the right to charge *interest* on any overdue amount at 8% above base rate.
- f) The client will be responsible for getting in touch with Just 2 Imagine Tutors to make payment for future lessons if they wish to continue the service.

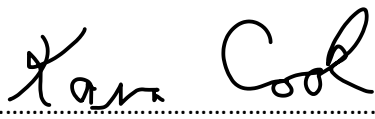
**3. Miscellaneous**

- a) Just 2 Imagine Tutors reserves the right to request to stop arranging Lessons with the Client at any time. We will give you **30 days-notice** of our wish to cancel services.
- b) If the client has not paid for services given by Just 2 Imagine Tutors, **then the agreement is null, and void and services will cease until payment has been received.**
- c) You, the client can cancel our tutoring agreement at any time by giving us **30 days-written notice** unless otherwise agreed with us.

Signed.....

Client

Date.....

Signed..... 



**Kara Cook**  
**Just 2 Imagine Tutors**  
Date 1<sup>st</sup> May 2022

