



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. (In this case, Kara or Ben Cook).

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. Payment

- a) The Client shall pay the Lesson Fee using the online payment service, Stripe via the Tutorbird management service. 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. The Client must pay the full amount of the invoice on or before the **due date** on the invoice.
- c) 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 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.

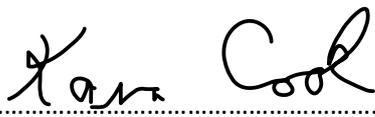
3. Miscellaneous

- 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 1st September 2021