

## SCLI ONLINE CLASSES

Thank you for choosing SCLI for your online classes. Please read the online tutoring agreement below and return the signed form to [lisa@scli.co.nz](mailto:lisa@scli.co.nz)



## TUTORING AGREEMENT

### THE PARTIES TO THIS AGREEMENT ARE:

**Name of Tutor:** Lisa Lamar (Hereinafter referred to as the "Tutor")

**Skype Address:** \_\_\_\_\_

**Email:** lisa@scli.co.nz

**Name of Student:** \_\_\_\_\_

**Skype Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_ (Hereinafter referred to as the "Student")

**Name of Parent/Guardian if the Student is a minor:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Please indicate which course you are intending to take:**

- **Bring your English to Life**
- **Bring your English back to Life**
- **1-1 Tutoring**
- **Eiken**
- **Pronunciation Power**

### **FEES PAYABLE TO THE TUTOR**

Fees shall be calculated at the following rates. Lessons are 25 minutes unless specified (see below.) No further fees shall be charged for preparation time of the Tutor. Fees may be adjusted from time to time and shall become effective after having given the Student 14 days written notice.

Per lesson NZD 25

### Packages for individual classes

5 lessons NZD 115

10 lessons NZD 215

15 lessons NZD 300

## **PAYMENT**

Payment of individual lessons shall be made weekly in advance. Please see payment information on the SCLI website [www.scli.co.nz](http://www.scli.co.nz)

Payment of packages can be made weekly/ monthly.

Name of person responsible for the payment of fees: \_\_\_\_\_

## **SCHEDULE OF LESSONS**

Tutoring shall commence on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ and thereafter at the following time/times:

\_\_\_\_\_  
\_\_\_\_\_

There are no lessons on New Zealand public holidays. You will not be charged if your lesson falls on a public holiday.

## **CANCELLATION OF LESSONS BY STUDENT**

The Student may cancel tuition by giving at least 3 hours prior notice to the Tutor in which case no tuition fees will be incurred. Lessons not attended by the student without giving 3 hours prior notice to the Tutor shall be charged at the full rate.

## **CANCELLATION OF LESSONS BY TUTOR**

The Tutor may cancel lessons by giving 24 hours prior notice to the Student in which case no fees shall be incurred. Where a lesson was pre-paid, the Tutor shall reschedule the appointment at a time agreeable to both parties, failing which the Student shall be refunded with such a missed lesson fee.

## **LATE ARRIVAL**

Fees are calculated according to the times stipulated in the schedule and no adjustment shall be made for time lost because of late arrival by the Student.

Any lost time because of the late arrival of the Tutor shall be compensated for by extending a lesson by mutual agreement and by such amount of time that was lost.

## **OBLIGATIONS OF THE TUTOR**

\* The Tutor undertakes to do all preparation prior to lessons and to structure lessons in such a way as to optimize time to the benefit of the Student.

\* The Tutor shall keep confidential all information of the Student and shall contact other parties involved in the education of the Student only if given written permission by the Student to do so.

\* The Tutor shall not assign any of his/her duties or obligations under this tutoring contract to a third party without the written permission of the Student.

## **OBLIGATIONS OF THE STUDENT**

\* The Student undertakes to assist the Tutor in identifying problem areas in which the Student needs specific tutoring.

\* The Student agrees that homework forms an integral part of tutoring and undertakes to complete such work timeously.

## **NO WARRANTIES**

The Tutor makes no promises or warranties with regards to a Student's performance as a result of any tutoring provided.

## **TERMINATION**

This tutoring contract may be terminated by either party at any time by giving the other party 7 days prior written notice.

## **STUDENTS UNDER 18**

Where the Student is under 18 years old, the Parent/Guardian shall enter into this tutoring contract on behalf of the Student and shall accept and agree to all the terms and conditions contained herein on behalf of the Student.

Signed on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

**The Tutor** \_\_\_\_\_

Signed on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

**The Student:** \_\_\_\_\_

Signed on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ on behalf of the Student who is a legal minor.

**The Parent/Guardian:** \_\_\_\_\_