

Principal: Mary R. Perkins



Peters Croft,  
Sunbank Lane,  
Altrincham,  
Cheshire,  
WA15 0PS

0800 083 2171

Mary@ExpertTuition.co.uk  
www.ExpertTuition.co.uk

## Terms of Business

The business of the **Agency (1-2-1 Expert Tuition)** is introducing **clients (students)** wanting private tuition to suitably experienced **tutors**, by giving the client appropriate tutors' contact details. Introductions are not exclusive: a tutor may be employed by several students, each taught at different times during any given week.

The **Agency's fee** is paid **by each client** (via the tutor) for the introduction service, for the length of time they benefit by receiving tuition. The tutor charges the client a **total fee** composed of their own **tutor's fee** and the **Agency's fee** due to the Agency from the client. The tutor collects the total fee (usually in hourly instalments, payable weekly or monthly) then forwards the **Agency fee** to **1-2-1 Expert Tuition**, on a monthly basis, by the 5<sup>th</sup> day of the next month.

The total fee payable by the client is negotiated **independently** between the client and the tutor. Whilst the Agency does make recommendations, the only stipulation is that the total fee charged is sufficient to cover the hourly agency fee that is due from each client.

Before being added to our database, all tutors must satisfy our **vetting procedures** by:

- Providing **proof of appropriate qualifications** (preferably a teaching qualification, but at least a subject degree or equivalent)
- Providing the names of **2 referees** to confirm both their **academic** and **general suitability**.
- **Providing a current Criminal Records Bureau certificate, giving clearance for working with young people.**

Although the Agency takes these precautions, it must be accepted that if a dispute arises between tutor and client, 1-2-1 Expert Tuition **cannot** be held responsible for such matters. No rebates will be payable. **It is the responsibility of each client/tutor to make any further checks they deem necessary before entering into an arrangement with any tutor/client.**

In addition please note that tutors are self-employed and are therefore responsible for their own National Insurance contributions, Tax payments, and for any relevant insurance such as motor insurance (to cover travel to clients' homes), liability insurance and professional insurance.

For ease of administration the Agency charges clients (via their tutor) a **fixed hourly fee of £2 for every hour taught** as the Agency's commission, rather than a variable amount dependent on the tutors fee. For a **half-hour lesson** the fee is **£1**. By registering with the Agency, the tutor agrees to pass this fixed fee on to the Agency from each client taught each month.

Level of student	Recommended range for <b>Total fee, per hour</b> taught - Double for 2 hour lessons	<b>Agency Commission Fee</b> Payable <b>per hour</b> (deduct from total fee payable to calculate tutor's fee) <b>For each and every client (student)</b>
Years 1 – 6 (KS1 and 2).	£15 - £20	£2
Years 7 – 11 (KS 3 and 4).	£15 - £25	£2
Years 12 – 13 (A/S and A level) and post A-level.	£20 - £30	£2
Specialist tuition e.g. musical instruments, accountancy	£15 - £40	£2

**It is agreed by all clients/tutors that acceptance by clients/tutors of introductions made by the Agency will be taken to mean that the relevant clients/tutors accept the Agency's Terms of Business above.**