

Principal: Mary R. Perkins



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Thank you for your interest in joining the team of teachers/tutors that are **1-2-1 Expert Tuition**. To get you started please read this letter and the enclosed **Terms of Business**.

### **Registering as a tutor**

Before being added to our database, all tutors must satisfy our **vetting procedures**. If you haven't done so already, please send the following to us as soon as possible:

- Photocopied or original **proof of appropriate teaching, and subject, qualifications**
- Original **CRB (Criminal Records Bureau) check certificate**

### **How we work**

Once registered with us, we will begin introducing students to you, by giving the student your contact details, and giving you their details. You are not expected to work solely for 1-2-1 Expert Tuition: join as many other agencies as you wish. Just be sure to take note of the hours you teach each student referred to you by us, so that you can work out accurately what monies are due to 1-2-1 Expert Tuition each month.

For each student we refer to you, the **Agency's fee** is paid **by the student** (via you), **for the whole of the time they receive tuition from you**. Some students may have tuition for several years! By registering with us, you agree to pass this fixed fee on to the Agency every month, from each student taught that month. If a tutor fraudulently abuses this system (by not passing on all fees due), they are removed from our database, black-listed, and reported to the relevant agencies.

The total fee payable by the student is negotiated between yourself and the student. You may charge whatever you wish, including additional amounts for petrol if you are travelling to a student's home. Just remember that you need to pass on £1 per half-hour taught, for each student, for each lesson, to the agency.

### **Paperwork**

On the first day of each month, (to reach us by the 5<sup>th</sup> at the latest) you should send to us:

- A cheque for the total **Agency fees** collected during the previous month.
- A timesheet, available from our website or directly from us.

That covers the basics. If you have any questions, just ask.

Please send the relevant registering documentation (see above), and we will be in touch soon.

I look forward to adding you to our team,

Mary Perkins, Principal.