

## HOW PRIVATE TUITION WORKS

Our tutors are approved by a strict screening process, to ensure that we choose only qualified professionals. We then match tutors within the area you live, as private tuition generally takes place in the student's home. By arrangement, tuition can also take place at a school or public library. Lyn will contact you within 48 hours after receiving your registration form, but during busy periods it may take up to 5 business days to find a tutor who matches your specifications.

When registering for private tuition, we charge a one-off placement and first session fee to cover our time to find a suitable tutor within the area you live. After your first session, you simply pay your tutor directly at the rate applicable to your year level. Signing up for private tuition requires a commitment to either 8 hours or 10 weeks per subject. For shorter sessions (e.g. covering project reviews, UMAT, scholarship tests, etc.) please contact Lyn directly for a quote.

Sessions are defined as:

<b>Year 3 – 10</b>	<b>1 hour per week</b>
<b>Year 11 – Tertiary</b>	<b>1.5 hours per week</b>

## FEE STRUCTURE

<b>Year 3 – 10</b>	<b>Placement \$120 + first session \$55/hour (1 hour)</b> <b>= total registration fee \$175</b>
<b>Year 11 – Tertiary</b>	<b>Placement \$137.50 + first session \$65/hour (1.5 hours)</b> <b>= total registration fee \$235</b>

A \$20 discount applies to subsequent subjects booked.

## OUR GUARANTEE OF QUALITY

- We guarantee the quality and availability of your tutor for the 8 hours or 10 weeks of your enrolment.
- Your total fee is unconditionally refunded if we do not contact you with your tuition details 5 business days after receiving the registration form.
- We will provide you with another tutor if your allocated tutor does not meet your needs (see terms and conditions).

## TERMS AND CONDITIONS

- Replacement of a tutor will be organised free of charge if the request is made within 14 days from commencement of tuition. We will refund half of your placement fee if your replacement tutor does not meet your needs.
- You must give your tutor 24 hours' notice to postpone a session, or your tutor will charge you for one hour of his/her time.
- Any other changes to your tuition session time/day is entirely between you and your tutor. Keep your tutor's phone number handy. Your tutor will contact you to negotiate initial session times.
- Tuition usually occurs in your home, but can be held in the tutor's home if agreed.
- After the minimum 8 hour/10 week agreement is concluded, you are free to continue with your tutor according to any agreement of time/s you make with your tutor. Naturally we cannot guarantee your tutor's availability after the initial 8 hours/10 weeks, but it is in his/her interest to continue with you.
- As registered teachers, our tutors have met the appropriate requirements for security clearance. Non-registered teachers have provided DCSI screens.
- Individual tutor rates may vary with experience and expertise.
- If you change your first session and we have already allocated you a tutor, you will be refunded the charge for your first session. However, you forfeit your registration fee.