



Terms & Conditions 2022/23

General

- All parents are required to complete a [Registration Form](#) prior to enrolling their child with Genius Tuition.
- To ensure their safety and well-being, pupils must conduct themselves in a disciplined manner whilst taking part in lessons and during playtimes.
- Teachers cannot accept responsibility for any valuable or articles lost on the premises.
- Genius Tuition has the right to substitute a teacher at any time due to absence through sickness or other. When possible, notice will be given. All substitute teachers will hold a DBS check.
- Half Terms may vary in length.
- Pupils may be photographed or filmed for promotional use. Completion of the Registration Form will give consent to or decline this action.

Payment Arrangements

- All fees are due at the first session of each 4-week period via Bank Transfer, cash, or card
- Fees are non-refundable after your child's place has been confirmed.
- In the event of fees that are not paid, a message via the SMS or a letter which will be sent for a maximum of 2 weeks after which the student will not be able to attend the session.
- If the fees are still not collected 3 weeks after they become due, **a late Payment fee of £20 will be levied for each week they remain unpaid thereafter.**
- **In the event of repeated Late Payments, Genius Tuition reserves the right to withdraw a child's place.**

Absence Policy

- Students are allowed a maximum of 2 authorised absences per school term (6-7 weeks) please see school term dates schedule ([Derby Nottingham](#))
 - Parents/guardians must send a message 24 hours prior to the start of the session or call to notify students will not be attending. If no message is sent, the session will not be reimbursed, and the parent/guardian is liable for the fees that are due.
 - The message must be in the following format:
 - *My child will not be able to attend due to [valid reason-illness, emergency]*
- Students can book holidays by notifying us **4 weeks prior**. If no notice is given the session will not be reimbursed, and the parent/guardian is liable for the fees that are due
- **Genius Tuition** is unable to hold a child's place in the event they leave and wish to return later.

Cancellation Policy

- Parents must give a 4 week notice if they no longer wish to continue. This notice must be given via email with the subject *Child Name – Notice to cancel*.
- To help improve the quality of tuition we would be grateful if you can explain the reasons why you no longer wish to continue tuition even if it is not linked to the quality of the tuition provided.