

# APPLICATION FORM FOR SMALL GROUP TUTORIALS

# London International Study Centre

### Tuition Fees PER HOUR PER STUDENT

We ask you, please, to commit to one calendar month of tuition with cleared funds received at least 1 day in advance of the first session. There are no refunds for missed group lessons.

GROUPS (2-5 students)	
Years 1 - 5	Years 6 & Years 7 - 13
£20.00 per hour	£25.00 per hour

Male  Female 
 Date of Birth      
 Nationality 
 Proposed start date

### Pupil Information *(please write in capital letters)*

SURNAME: \_\_\_\_\_ OTHER NAMES: \_\_\_\_\_  
 FIRST NAME: \_\_\_\_\_ LANGUAGE: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_ Post code : \_\_\_\_\_  
 Tel: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Name and address of present school: \_\_\_\_\_  
 \_\_\_\_\_ Year/Level \_\_\_\_\_  
 How did you hear about London International Study Centre? \_\_\_\_\_

### Records *(please write in capital letters)*

Subjects you would like tutoring in:

<input type="checkbox"/> English <input type="checkbox"/> Maths <input type="checkbox"/> Verbal Reasoning. <input type="checkbox"/> Non-Verbal R. <input type="checkbox"/> R S	<input type="checkbox"/> Chemistry <input type="checkbox"/> Physics <input type="checkbox"/> Biology <input type="checkbox"/> Geography <input type="checkbox"/> History <input type="checkbox"/> Theatre Studies <input type="checkbox"/> Drama	<input type="checkbox"/> French <input type="checkbox"/> German <input type="checkbox"/> Italian <input type="checkbox"/> Spanish <input type="checkbox"/> Latin <input type="checkbox"/> Russian	<input type="checkbox"/> Business S. <input type="checkbox"/> Economics <input type="checkbox"/> Sociology <input type="checkbox"/> Psychology <input type="checkbox"/> Philosophy <input type="checkbox"/> ICT <input type="checkbox"/> Law
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Other subjects *(please specify)*: \_\_\_\_\_

Preferred days\*: Monday  Tuesday  Wednesday  Thursday  Friday  Saturday Mornings   
*(\*Please, tick as many options as possible to help us best accommodate your request)*

Exam preparation required: *(please specify Examination Board, if known, for each subject)*

<input type="checkbox"/> Key stage 2 _____ <input type="checkbox"/> Key stage 3 _____ <input type="checkbox"/> 11+ exam _____ <input type="checkbox"/> Common Entrance _____	<input type="checkbox"/> GCSE _____ <input type="checkbox"/> AS _____ <input type="checkbox"/> A2 _____ <input type="checkbox"/> IB _____	<input type="checkbox"/> University prep. _____ <input type="checkbox"/> OXBRIDGE _____ <input type="checkbox"/> Scholarship _____ <input type="checkbox"/> Other _____
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Results of any relevant examinations taken, with names and dates: \_\_\_\_\_

Is there any information regarding any learning difficulties or special educational needs, which you feel might be relevant to tuition: \_\_\_\_\_

**Family Information** (please write in capital letters)

Father's name: \_\_\_\_\_ Mother's name: \_\_\_\_\_

Address where invoices should be posted (if different from the pupil): \_\_\_\_\_

\_\_\_\_\_ Postal Code \_\_\_\_\_

Business Tel:        *father:* \_\_\_\_\_        *mother:* \_\_\_\_\_

Business Fax:        *father:* \_\_\_\_\_        *mother:* \_\_\_\_\_

Mobile: *father:* \_\_\_\_\_ *mother:* \_\_\_\_\_ E-mail: \_\_\_\_\_

Who should be contacted in case of EMERGENCY: Father  Mother  Guardian  Other

(If Other, please give name and contact details): \_\_\_\_\_

Person to whom accounts for FEES should be sent: Father  Mother  Agent  Other

Other useful information: \_\_\_\_\_

**DECLARATION:**

(We / I) confirm that, to the best of (our / my) knowledge, the above information is accurate. I understand LISC must be in the possession of cleared funds a day before the tuition commences. I have also familiarized myself with London International Study Centre 'Terms and Conditions' and recognize them as the binding contract.

Signature of

Mother/Father/Guardian/Mature Student:

(Name in print)

Date:

\_\_\_\_\_

## TERMS AND CONDITIONS

### 1. Introduction

#### 1.1 Definition

**London International Study Centre Ltd ('LISC')** is a limited company number 3565744. These 'Terms and Conditions' ('Agreement') refer to the contract between **LISCLtd ('we' or 'us')** and the Parents or any person signing our Application form on their behalf ('**you**') in respect of our tutoring service for your son/daughter ('**your child**').

#### 1.1 Legal Contract

Jointly or severally **you** are legally responsible for adhering to this Agreement. Nothing in this contract shall confer on any third party any right to enforce any benefit of any term of this contract under the Contract (Rights of Third Parties) Act 1999. This legal contract is subject to the exclusive jurisdiction of English Law.

#### 1.2 LISC Literature and Website

All our promotional information gives details about our services, company history and ethos. It is believed to be correct at the time of printing but does not form part of the agreement. Any unclear issues arising from our literature and website should be clarified in writing before **you** enter this Agreement. This contract forms the entire legal agreement between the parties. **You** may request to see any documents referred to in this agreement before **you** accept the offer of a place but those documents do not form part of this contract.

#### 1.3 Changes in circumstances

**We** constantly endeavour to improve our services. Therefore, **we** may introduce changes to the way our service is provided, described or promoted. We may also appoint new staff members to tutor your child. Our fee structure is regularly reviewed. **We** will notify you of any changes in fees a month in advance in writing to the address stipulated by **you** on the application form or subsequently in writing. None of the changes can invalidate this Agreement.

### 2. LISC Admission and Entry

#### 1.4 Enrolment

**Your child**, subject to satisfaction of the admission criteria, will be enrolled at the **LISC** tutorial once **you** have returned the duly completed Application Form and the fees for the period stipulated in the Application Form have been paid in full. **LISC** cannot guarantee the availability of the selected options. **LISC** reserves the right to add an extra student (up to the maximum of 5 in a group) at any stage during the tuition programme.

#### 2. LISC's Responsibilities

- **LISC** accepts responsibility for the tutoring of **your child**. This is conditional upon all pertinent information about **your child** being revealed to **LISC** and **your child** complying with the requirements of our service at all times.
- **LISC** cannot accept responsibility for an outcome of any exams taken by **your child**.

#### 3. Discretion

- **LISC** will endeavour to exercise the same duty of care as responsible parents would in relation to their child. Any specific restrictions you wish to be placed on **your child**, should be given in writing prior to the commencement of the tutoring.
- **LISC** will exercise discretion in respect of **your child's** welfare in circumstances when unable to contact **you**.
- The signed Application Form from you authorizes **LISC** to agree to any emergency medical or dental treatment such as a blood transfusion, an anesthetic or an operation, as deemed necessary to **your child's** welfare by suitably qualified medical personnel. This right will only be exercised if it has not been possible to obtain your prior consent in time.

#### 4. Parents' Responsibilities

- **You** must reveal all pertinent information about **your child** such as any medical history, record of misconduct, legal matters, or any family circumstances which may affect your child's educational progress.
- **You** should notify **LISC** in writing of any changes in circumstances or any information which would assist **LISC** in tutoring for **your child**. This includes any change in your contact details. **We** cannot be held responsible for not being able to contact **you** using the numbers and the address supplied by **you**.
- **LISC** requires you to inform us in writing should you have any objections to your child's photographs appearing in any of our promotional material.
- **You** are responsible for ensuring that appropriate insurance cover is arranged for your child, e.g. medical, travel, sickness and personal injury, should you consider that necessary.
- **You** are legally liable for the full payment of all invoices and any other expenses incurred on behalf of **your child**.
- Should **you** have any concerns about **your child's** educational progress you must inform **LISC** immediately so that appropriate action can be taken.

#### 5. Adherence to our guidance

- **Your child** will be required to observe the rules from **LISC's** 'Student handbook' which are issued upon the acceptance of your child for tuition. You acknowledge the receipt of a copy of it.
- **You** undertake to ensure that **your child** is receptive to our guidance and will abide by our instructions.
- **LISC** will not accept responsibility for the consequences of any action by your child which contravenes given guidance. Any damage to **LISC** property caused by your child will be invoiced to you for an immediate payment.

#### 6. Disclosure of Information

By signing this Agreement **you** agree, as far as your parental rights allow, to us:

- communicating confidential information to any third party on a 'need-to-know' basis should it be required to safeguard and promote the welfare of your child or protect another person from any harm inflicted by **your child**.
- disclosing to any person lawfully requiring information about **your child** information stored or retained by us to which the Data Protection Act 1998 or similar legislation applies.

#### 7. Finance

**You**, or any person or organisation appointed by **you** in writing, are jointly and severally responsible for payment of 'Fees'. 'Fees' mean our Tuition Fee. Fees are reviewed from time to time. Circumstances permitting, we shall provide you with a month's notice of the proposed Fee increase.

##### 7.1 Tuition Fee

- Tuition Fee covers the weekly tuition programme of one-hour tutorials at the frequency agreed with parents prior to their commencement. Please note that the individual rate is applied only once special arrangements have been made, on a temporary basis and subject to tutor availability, until other students may join the group.
- Please check the rate and the tutor availability at the time of filling in the application.
- The tutorials must be paid in advance for a whole calendar month (or a minimum of 4 tuition sessions, whichever is greater) with cleared funds received at least 1 day in advance of the first session. You will receive a full copy of our payment policy with your first invoice.
- We expect **you** to pay the tuition fee in full 1 week in advance or on the receipt of the invoice whichever is sooner.
- All the invoices **must** be settled in full **at least** a day before the start of any tuition period.
- If the **cleared** funds are not received in the stipulated time the entitlement to tuition will automatically lapse and **your child** will not be able to take part in any tutorials. This means that the **LISC's** responsibilities will be suspended until full payment has been received and the funds have cleared. Any part payment will only be accepted on account and will neither maintain nor reinstate the tutorial service with **LISC**.

##### 4.1 Refund Policy

- At the end of the study period **you** are asked to specify in writing the preferred payment method (i.e. by cheque or by a bank transfer and provide bank details) of any refund that may be due. £25 (twenty five pounds) will be deducted from the amount to be transferred to cover the transfer cost.
- No refunds are offered for missed group lessons. In the case of special arrangements made for individual lessons, 48 hours' notice is required.

#### 5. Termination of the Contract

- **We** reserve the right to relinquish our responsibilities without due notice if important information about **your child** has been withheld or in the event of serious misconduct. Whilst **we** are not bound to any set notice period, notification of any such decision made will be given in writing prior to the termination taking place.
- To secure the continuity of the service provision, all payments must be made in full within the time stipulated on an invoice.
- To withdraw a student from **LISC** tutorial, one month's notice is required in writing. If insufficient notice has been given a month's fees in lieu of notice will be payable.

THIS IS A LEGALLY BINDING CONTRACT. BY SIGNING THE APPLICATION FORM YOU AGREE TO BE BOUND BY ITS TERMS.