

PROFESSIONAL TUITION SERVICES:

96 Road No:3
Victory Park

Cell: 083-381-1060
Tel: 011-888-7015
Fax: 0866-824-927
dean@protuition.co.za

TERMS AND CONDITIONS:

1.1 The terms and conditions are entered into between Professional Tuition Services and the client.

2.1. Fees are based on the following:

- Short term duration (minimum): One 1 hour lesson per week for 4 weeks (All grades and subjects applicable).
- Medium to long-term duration: Two or more 1 hour lessons for 12 weeks on a continuous basis (All grades and subjects applicable).
- Long term duration only: Four or more 1 hour lessons per week for the duration of the school year (Applicable to Grades 0-9).

2.2. Should you agree to a long term cheaper rate and you do not stay for the full time frame then you are liable to be charged the correct back dated rate.

2.3. Prices are subject to change.

3.1. Clients to e-mail/fax their proof of payment. Clients to use their surname as a reference.

3.2. All lessons to be paid in advance.

3.3. If client fails to make payment to Professional Tuition Services then the tutor will be instructed to discontinue lessons until invoice has been paid in full. Professional Tuition does not do any lessons on credit for any reason whatsoever.

If the client prefers to make payment by cheque then the cheque must be placed in a sealed envelope and given to the tutor. Please do not issue cash cheques. Cheques must be made out to Professional Tuition Services. Lessons will not continue until our bank has cleared your cheque.

4.1. Clients are not to lend or give any cash monies to the tutor. The tutors are employed by Professional Tuition and we will paid their salaries directly.

5.1. If the client needs to cancel or re-schedule a lesson then this should be done 24 hours in advance of that lesson. If the client fails to do this in the stipulated time frame then Professional Tuition will charge the client the full amount for the lesson.

5.2. All paid up lessons must be taken within 3 months otherwise the client will loose those credits.

5.3. Professional Tuition does not do refunds for any reason.

6.1. If the client needs to re-schedule any lessons then the client should contact the tutor directly.

6.2. If the client would like to increase or decrease the number of lessons then the client should contact Professional Tuition directly so the client can be billed in accordance to the changes.

6.3. If the client decides to discontinue lessons, then the client should inform Professional Tuition immediately.

I _____ understand and agree to the above.

Sign: _____

Date: _____

Place: _____