



# PRESCRIBED TUTORS



## Our Policy

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All students must attend **ALL** lessons on time and ready to start as your tutor will have another session booked straight after yours, therefore any lateness more than 10 minutes will cause delays and hence will not be tolerated and will result in your lesson being cancelled.

2

Your lesson timings and Zoom details will be sent to you before your first lesson. Please note: these details will be the same for every week & sessions will be recorded for training & quality purposes.

Homework will be sent to you by email following your lesson.

3

All payments need to be made in advance of the booked session & as payments will be regular and non-refundable..

### ABSENCES:

No absences are allowed as to avoid falling behind with your work as we only see you for a limited time already.

### RESCHEDULING:

Your lesson will only be rescheduled if there is a valid reason for why you cannot attend and you have informed the manager **at least 24hrs before** your booked session.

### Referral Scheme:

Once you refer a client, you **AND** the new client you have referred are each credited a **FREE** lesson outside of your regular timings.

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