CLIENT DETAILS
Name………………………………………………………………………

Contact telephone number and email address ……………………………………………………………………………..

Address…………………………………………………………………….

Signature…………………………………………………………………

Date………………………………………………………………………..

Norris Education acts as agent on behalf of the Tutor and will introduce the tutor to the Client. In order to proceed with Norris Education’s services, for security purposes the Client must provide at least two methods of contact (one telephone number, and one email address). Norris Education is unable to provide a Tutor without these methods of contact. There are to be no exceptions to this request.

Fees and Payment

The billing process will be under the control of Norris Education, who shall invoice at the end of each month for the agreed classes for each month to be paid within 10 working days. If payment has not been received after 10 days, a new invoice will be issued with a 10% late charge added to the total.

The fees will be calculated at a rate agreed in advance between Norris Education and the Client on a per hour basis.

Payments must not be made directly to the Tutor at any time. Norris Education reserves the right to claim back any payments which were made without our knowledge.

For the initial educational assessment prior to any tuition taking place, Norris Education will invoice for payment in advance to confirm the assessment. Assessment fees can vary depending on which assessment is conducted. A written report will be provided in addition to one- to-one feedback with the Client.

Expenses

Parking will need to be available for the Tutor either a local parking voucher or on a driveway. Any parking charges incurred will be added to the Client’s invoice.

 Non – solicitation

The Client is not permitted to make private arrangements for tuition with a Tutor introduced by Norris Education. Should a Client breach this obligation, they will be liable to account to Norris Education for all sums paid to the Tutor without deduction and Norris Education shall be entitled to obtain an injunction against a Client to prevent further breaches. This obligation shall continue notwithstanding termination of this agreement.

Cancellation policy

Both the Client and the Tutor must notify the other in advance of any holiday commitments they may have; and any changes to the tuition timetable necessary because of illness or inconvenience. An alternative date or time will be arranged between the Client and Tutor if possible. 24 hours cancellation notice of any session must be given by the Client to the Tutor. For cancellations with less than 24 hours notice, Norris Education will charge the Client for the lesson missed. Please see our Cancellation Policy for further information.

Liability

Norris Educations trades under Emily Norris Tuition Ltd. (for tuition and assessment) and EM&M Ltd. (for courses, subscriptions and bundles). Norris Education do not accept any liability for any claims by the Client arising out of or related to the carrying out of the tutoring by a Tutor introduced by Norris Education. All Tutors are DBS checked and Norris Education cannot accept liability or accountability for any breach of trust.

General

Norris Education reserves the right to alter these terms and conditions.

Unless otherwise agreed in writing by a Director of Norris Education, these terms and conditions shall prevail over any other terms of business or conditions put forward by the Client.

No variation or alteration of these terms and conditions shall be valid unless approved in writing by a Director of Norris Education.

Approval

Acceptance of our services will be taken to represent agreement to these Terms and Conditions.

**NORRIS EDUCATION PHOTO AND VIDEO RELEASE FORM**

Name of Parent………………………………………………………………………

Name of Child………………………………………………………………………

Contact telephone number …………………………………………………………..

Email Address …………………………………………………………………….

**I give permission for my child to be photographed/recorded**

* I, the undersigned, give permission for my child’s photos and videos from lessons and/or courses to be used on the following platforms to help promote the business and our services offered:
	+ Norris Education website ([www.norriseducation.com](http://www.norriseducation.com))
	+ Norris Education Facebook Page
	+ Norris Education Instagram
* I understand that the photographs/videos taken of my child during these sessions can be used wholly or in part in any publication (commercial or otherwise), portfolio or public display.
* The photographs may be used to represent an imaginary person and any wording associated will not be attributed to my child unless my name is specifically mentioned.
* Any special conditions on usage agreed between the parent and Norris Education to be added below (eg. photos are fine as long as my child is photographed from behind/only their hands/work are shown and not their face etc)

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**I DO NOT give permission for my child to be photographed/recorded**

Signature…………………………………………………………………

Date………………………………………………………………………..