

# Helen Arkell

Believe Achieve Succeed

## Tuition Arranged by Helen Arkell

Please set out details below:

Child's name	
Date of birth	
Boy/girl	
School name	
School location	
lessons can be at Teacher's or pupils home or at school if permission is authorised	
If lessons are to be at school, have you obtained permission from the school for this to happen?	
Parent/guardian name	
Address	
Telephone number	
Email Address	
Basic details of child's requirements	

I confirm that I am responsible for settling the account regarding tuition arranged by Helen Arkell for the child noted above and that I have read, understood and accept the Terms and Conditions set out on the reverse of this document.

Please sign: ..... Date:.....

### OR: Name, address and contact details of the person responsible for settling the account

Name	
Address	
Telephone number	

I confirm that I am responsible for settling the account regarding tuition arranged by Helen Arkell for the child noted above and that I have read, understood and accept the Terms and Conditions set out on the reverse of this document.

Please sign: ..... Date:.....

Note: The report will only be sent to the parent or guardian noted above unless otherwise requested.

**Please note that we will only contact you if we find a teacher.**

### Helen Arkell Dyslexia Centre

Arkell Lane | Frensham | Farnham | Surrey | GU10 3BL | U.K.

t 01252 792 400 f 01252 795 669

e enquiries@arkellcentre.org.uk

w www.helenarkell.org.uk

The following Terms and Conditions come into force once tuition has been arranged.

## Helen Arkell

**As the person who has authorised Helen Arkell to arrange tuition, you will be deemed responsible for accepting and complying with Helen Arkell's Terms and Conditions for Tuition once tuition has been arranged.**

### Agreement on Terms and Conditions

- 1 You are responsible for the payment of tuition fees for the current academic year. Please advise by immediate return if a third party is paying the fees as, before tuition begins, Helen Arkell requires confirmation in writing from the third party accepting responsibility for the payment of fees. Payments are to be addressed to Helen Arkell Dyslexia Centre.
- 2 You will receive an invoice at the start of each term (autumn, spring, summer) or when tuition starts. Each invoice should be settled within ten days of receipt. Failure to do so may result in Helen Arkell suspending tuition.
- 3 Helen Arkell will send an additional invoice at the end of the academic year if more lessons have been given than previously invoiced or paid for. An extra invoice will also be sent for any lessons given during the summer holiday.
- 4 **Helen Arkell will not give refunds for missed lessons. Helen Arkell's teacher will have reserved time in his/her timetable for the lessons.**
- 5 If a teacher has to cancel a lesson you will be offered an alternative time if at all possible. If this cannot be arranged you will receive a refund or a credit towards further tuition.  
  
**Any adjustments or refunds will be made at the beginning of the next academic year (September).**
- 6 Helen Arkell will consider providing assistance from its Bursary Fund in cases of real need; such assistance can only be provided for future lessons, not for lessons already received.
- 7 **If you wish to terminate tuition Helen Arkell requires four weeks' notice in writing.** Letters should be addressed to the Tuition Co-ordinator, Helen Arkell Dyslexia Centre, Arkell Lane, Frensham, Farnham, Surrey, GU10 3BL.