**Application form to be filled by the parent/Legal Guardian**

Please read our Terms & Conditions before completing this application form. Complete this form in BLOCK capitals with BLACK ink. Please tick the relevant box below as appropriate.

**Section 1: Student Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Child | Name of the Student | Male /Female | Date of Birth | Year of the school |
| Child 1 |  |  |  |  |
| Child 2 |  |  |  |  |
| Child 3 |  |  |  |  |
| Child 4 |  |  |  |  |
| Child 5 |  |  |  |  |

**Section 2: Parents Details**

|  |  |
| --- | --- |
| Title | Mr / Mrs/ Miss |
| Parent Name |  |
| Parent Surname |  |
| Relationship |  |
| Mobile |  |
| Email |  |
| Address |  |

Section 3: Tuitions Fees and Class Details

Weekday

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Day | Time | Time | Time | Time  4:30 pm to 6:30 pm |
| Monday |  |  |  | 4:30 pm to 6:30 pm |
| Tuesday |  |  |  | 4:30 pm to 6:30 pm |
| Wednesday |  |  |  | 4:30 pm to 6:30 pm |
| Thursday |  |  |  | 4:30 pm to 6:30 pm |
| Friday |  |  |  | 4:30 pm to 6:30 pm |

Weekend

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Day | Time | Time | Time | Time |
| Saturday | 10 am to 12 pm | 12:30 am to 2:30 pm | 3 pm to 5 pm |  |
| Sunday |  |  |  |  |

**Total number of hours per week:**

**Section 4: Medical Story**

To be filled by the parent/Legal Guardian

|  |  |
| --- | --- |
| Child name |  |
| Date of birth |  |

Does your child have any disabilities and/or any medical conditions? YES/NO

|  |  |
| --- | --- |
| Doctor |  |
| GP and address |  |
| Illness  (e.g. asthma, diabetes, epilepsy, haemophilia) |  |
| Does your child special educational needs? | Allergies, Special diet, Hospitalisation, attendance, Sight , Hearing, Speech, Dyslexia, Other Information |

**Group Class Fees**

**Primary School (Key Stage 1 and 2)**

Year 1-4: £12 Per Hour, Year 5-6: £14 Per Hour , 11 Plus: £16 Per Hour

**Secondary School (Key Stage 3)**

Year 7 to year 9: £ 18 Per Hour

**Key Stage 4**

Year 10 to Year 11: £25 Per Hour

**1 on 1 Class Fees**

Year 3 to Year 6 from £25 Per Hour, Year 7 to Year 9 from £30 Per Hour

Year 10 to 11 GCSE from £35 Per Hour , A Level from £35

**Section 5: Terms and Conditions**

Neutron Tutors is a trade name of Oxford College of Education Ltd of Bridge House, Bridge Street, High Wycombe, HP11 2EL, Company No.10650669.

By signature on the admissions form, all agree to the following terms & conditions of Oxford College of Education Ltd T/A Neutron Tutors of Bridge House, Bridge Street, High Wycombe, HP11 2EL .

The admissions form & these terms and conditions constitutes the contract between the parties being the student and/or his parents or guardian(s) and Neutron Tutors.

Student must satisfy the requirements of Neutron Tutors (by taking an assessment) that his or her level of work and behaviour have reached Neutron Tutors standards.

Neutron Tutors reserves the right to modify tuition fees from time to time (reasonable notice will be given to the parties concerned).Parents are required to notify the office of any change of address, contact details & whether the student suffers from any medical conditions

**Tuition Fees**

Tuition fees are usually calculated on an hourly tuition fee rate and will vary depending on subject(s) level(s) etc. undertaken. pay full tuition fee rate for classes attended. No compensation, refund or adjustment in fee for authorised/unauthorised absence(s). For more information about tuition

fees, how to pay and tuition fee rates please speak to a member of the admissions team.

**Liability**

Students/parents will be held responsible for any loss, theft or damage to Neutron Tutors property.

Neutron Tutors does not provide any guarantee or accept any responsibility or liability for the following:

* students outside Neutron Tutors premises.
* any losses, damages for death or personal injuries or consequential loss except those resulting from Neutron Tutors negligence or breach of duty.
* Neutron Tutors reserves the right to recover any overdue fees, charges or other monies, as part of its debt recovery process. In these circumstances your liability to pay may be increased by additional fees and charges such as the cost of taking the matter to court or instructing debt collectors

**Classes**

Neutron Tutors reserves the right to alter courses or programmes, tutors, dates, cancel or change lessons

**Cancellation/Termination**

* Neutron Tutors reserves the right to cancel an enrolment and allocate the place to another applicant in cases of non-payment of tuition fees, 2 weeks unauthorised absence, unacceptable misconduct or breach of contract by the student or parent.
* No fees or deposits will be refunded where a student’s enrolment has been cancelled.
* If the parent wishes to terminate the contract they should approach the admissions team who will forward them the necessary paper work.

**Force Majeure**

Neutron Tutors shall not be liable for any breaches of its obligations under this Agreement resulting from causes beyond its reasonable control including but not limited to Acts of God, enemy, fire, flood, explosion or other catastrophes.

**Disclaimer**

Due to our business demand, we may make changes to the material on the site or to the services, products and prices described in it at any time without notice. We may offer discount or increase the price. Neutron Tutors provide parking facilities. first come first serve basis, next door car parking is not for neutron tutors or oxford college of education, and we are not responsible if any clamp or damage.

**Refund, Compensation Classes & Adjustment in Fees**

* Neutron Tutors may refund fees This includes but is not limited to injury, severe illness, disability, death or bereavement.
* Any absence without 24 hours prior notice will be deemed unauthorised.
* Students/parents will not be eligible for refund(s)/compensation class(es)/adjustment in fee(s) in cases of unauthorised absences but may be liable full tuition fee rate.
* Neutron Tutors time to time may need to number of changes such as class size, staff or premises changes and student/parents will be informed.

**Data Protection**

Parents’ consent to Neutron Tutors obtaining, processing and holding “personal data” including “sensitive personal data” such as medical information to be processed lawfully

and fairly in accordance with the Data Protection Act 1998, for the purposes of safeguarding and promoting the welfare of the student(s) and ensuring that all relevant legal obligations of Neutron Tutors and parents are complied with. We will not provide students/parents data to any third-party unless we bound to do so such as police, HMRC, council.

**Student/parents are requested to pay director to company account as follow:**

**Payment Details:**

**Oxford College of Education Ltd**

**Account No : 83428761**

**Sort Code : 200206**

**SWIFT CODE : BARCGB22**

**IBAN : GB40 BARC 20020683428761**

**Barclays Bank : 12 Station Approach, Gerrards Cross SL9 8PP**

**SECTION 6: DECLARATION**

I hereby confirm that the information I have given is correct and complete, and that I have read, understood and agree to the terms, conditions and refund policy stated on this form.

Parent/Guardian Name:

Signature: Date:

|  |
| --- |
| Office use only: |

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**Financial Support:**

Oxford College of Education Ltd is a registered childcare provider on non-domestic premises within the voluntary section of the Childcare Register.

Childcare Grant: <https://www.gov.uk/childcare-grant/what-youll-get>

Sign into your childcare account. : <https://www.gov.uk/sign-in-childcare-account>

Tax-Free Childcare: <https://www.gov.uk/tax-free-childcare>

Please don't hesitate to contact us if you require any assistance.