



YOUTH LEARNING NETWORK LTD TUTORIAL **CONTRACT/AGREEMENT**

I/We, Mr. & Mrs. Parents or Legal Guardian of
.....

Year group:

School/College:
.....

Agree that **THE YOUTH LEARNING NETWORK LTD** provides Saturday & Holiday Educational Tuition/ Homework and After School Club activities and support to the above named child/ren. I/We accept to make the necessary arrangements for the smooth running of the tuition and will manage to get the Student all the learning materials for both the Saturday & Holiday Tuition as well as the Homework & after School Clubs.

ATTENDANCE & TUTORIAL POLICIES

- Ensure regular attendance, good punctuality and to give ample time of notice of any reason for absence.
- Sign my/our child/ren in and out at the reception desk provided.
- Encourage and support my child in their work and attitude towards work and the learning environment.
- Ensure that my child attends the Tutorial well prepared, with the appropriate stationery items and workbooks.
- Pay for the replacement of any damaged or lost books and materials.
- Support the policies of the Tutorial including prompt and full payment of fees and assisting my child to respect the rules and regulations of the tutorial. Agreed that my child will be deregistered for bad behaviour and that my child will have to be deregistered for a place on the waiting list.
- Agreed to provide the appropriate & recommended study resources and materials for my/our child/ren.
- That I am/we are encouraged to speak to my/our child/ren regarding the quality of work, and YLN would welcome any feedback from me/us. I/we have the right to terminate the contract with YLN with prior warning and given reason why.
- That I/We do agree that YLN would at times undertake some specific projects which would involve taking of photographic images/recording of documentaries for promotional, evaluations and for the promotion of their work on the website either on DVDs, publications and or for public screening and that I/We do give consent/permission for the taking and use of photographic images/recordings of DVDs and Videos for the sole use of YLN work and for promotional purposes.

- I/We do also agree for YLN to contact my child's mainstream school for the purpose of undertaking specific work that relates to his/her educational attainment and raising standards and most importantly do abide by the Code of Conduct of YLN for which copy(s) have been provided.

FEE'S PAYMENT POLICY

- I/We would honour the minimal monthly fee of £50.00 as well as an additional £40.00 per Child (for those with more than one child) (Cheque, Postal or Standing Orders) made payable to the Youth Learning Network in advance and payable on the 1st Saturday of every month which will be subject to review with adequate notice.
- No refunds will be given for any classes missed due to non attendance.
- No student will be allowed entry to the school if fees are 2 months or more in arrears.
- Students will be removed from the school register list until all outstanding fees have been paid and subjected to another recruitment interview.
- No student will be permitted on the school waiting list until all outstanding fees have been paid.

Failure to maintain this contract may result in the revoking of your child's/ren's place at the Tutorial.

DECLARATION

I/We have read and understood the above declaration

Mother & Father or Legal Guardian

Name: Mr. &

Mrs.....

Address:.....

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.....Post Code

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Tel:Mobile

Number.....

Email.....

..... Signature.....

.....Date.....

EXECUTIVE DIRECTOR

Name: KWAME OCLOO

Signature.....Date.....

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