

# TERMS & CONDITIONS FOR CLIENTS

Oxbridge Education International Limited ('Oxford Tutors') is registered in England and Wales, Company No. 11614270 at Claremont House, 1 Market Street, Bicester, Oxon, OX26 6AA.

Oxford Tutors acts as the agent on behalf of the tutor (Tutor) and will introduce the Tutor to the client (Client).

## *Fees and Payment*

- Lessons are payable in advance to Oxford Tutors, at an hourly rate agreed by Oxford Tutors and the Client.
- The Client is responsible for checking invoices to ensure that lessons have been correctly logged.
- The Client must not make direct payments to the Tutor at any time.

## *Cancellation policy*

- The Client and the Tutor are responsible for notifying one another in advance of any necessary changes to the tuition timetable. Wherever possible an alternative date will be arranged.
- Oxford Tutors operates a 48-hour cancellation policy and reserves the right to charge the Client in full if a lesson is cancelled at short notice.

## *Expenses*

- Any additional expenses such as textbooks, equipment or travel, should be agreed in advance with Oxford Tutors.
- Additional expenses will be invoiced directly by Oxford Tutors. The Client must not make any payments to any Tutor at any time.

## *Non-solicitation*

- The Client must not make private arrangements for tuition with a Tutor introduced by Oxford Tutors. If this obligation is breached, the Client is liable to account to Oxford Tutors for all sums paid to the Tutor without deduction and Oxford Tutors shall be entitled to obtain an injunction against a Client to prevent further breaches. This obligation shall continue notwithstanding termination of this agreement.

## *Liability*

- Oxford Tutors provides a matching service. We interview all our Tutors carefully and collect references, but they are not our employees. It is the Client's responsibility to ensure that adequate adult supervision is in place during tutorials.
- Oxford Tutors accepts no liability for any claims by the Client arising out of or related to tutoring by a Tutor introduced by Oxford Tutors.

## *Personal Data*

- All Clients have the right to request to see what data Oxford Tutors holds about them. This may be requested by emailing [info@oxfordtutors.com](mailto:info@oxfordtutors.com); Oxford Tutors will aim to respond within 30 days of payment of an administration fee.
- Oxford Tutors will correct any inaccuracies in the Client's information at the Client's request.
- Oxford Tutors uses Client data to communicate with the Client information about tutorials, progress reports, invoicing and other marketing information about Oxford Tutors' services where relevant. The Client may opt out of this communication at any time; but this may affect the services Oxford Tutors can offer.
- Our GDPR Compliance Statement may be found at [oxfordtutors.com/gdpr.pdf](https://oxfordtutors.com/gdpr.pdf).

## *General*

- Oxford Tutors reserves the right to alter these Terms and Conditions.
- For any alterations or variations of these Terms and Conditions to be valid, they must first be approved by a Director of Oxford Tutors.
- Unless otherwise agreed in writing by a Director of Oxford Tutors, these Terms and Conditions shall prevail over any other Terms of Business or Conditions put forward by the Client.

## *Approval*

- Acceptance of Oxford Tutors' services will be taken to represent agreement to these Terms and Conditions.