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# BALKAN SUPPLEMENTARY EDUCATION PROJECT LTD

## Parental Contract/Agreement

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

.....

Year group: .....

School/College: .....

Agree that **BALKAN SUPPLEMENTARY EDUCATION PROJECT** provides Saturday & Holiday Educational Tuition/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.

### **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 Balkan Supplementary Education Project would welcome any feedback

from me/us. I/we have the right to terminate the contract with Balkan Supplementary Education Project with prior warning and given reason why.

## **FEE'S PAYMENT POLICY**

- I/We would honour the minimal monthly fee of £50.00 as well as an additional £30.00 per Child (for those with more than one child) (Cash, Cheque, Postal or Standing Orders) made payable to the Balkan Supplementary Education Project LTD. in advance and payable on the 1<sup>st</sup> 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 weeks 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: .....

..... Post Code: .....

Tel: ..... Mobile Number: .....

Email: .....

Signature: ..... Date: .....

### **CATALIN CARUNTU**

#### **Executive Director**

***Balkan Supplementary Education Project LTD***

Signature: ..... Date: .....