



HARROW TUTORIAL COLLEGE

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Terms & Conditions for Admissions at Harrow Tutorial College (HTC)

1. Harrow Tutorial College (HTC) will provide tuition that comprehensively covers all major subjects of all Year Groups.
2. All materials and equipment provided by Harrow Tutorial College are for the sole use of students enrolled on the course. The replication or re-use of the course material is strictly forbidden.
4. HTC focus is to create an atmosphere which is conducive to learning. It is therefore required that students adhere to HTC's Code of Conduct. Although it is an unlikely occurrence, in order to protect all of those on the premise at all times, it must be made clear that breaking the code of conduct could lead to the termination of this agreement.
5. A successful year of HTC involves effective communication between parent, student and the tutor(s). This agreement requires an undertaking by parents and/or guardians to ensure that set homework is completed on schedule. It is a condition of this agreement the parents and students accept that all homework will be completed to the best of the student's ability.
6. All parents and students acknowledge that HTC cannot guarantee exam success. It is the responsibility of students and parents to put efforts to achieve the desired grades.
7. HTC endeavours to provide as much individual support as possible. If a student experiences significant difficulties with the course, HTC can provide additional individual support at an extra cost.
8. HTC reserves the right to change the time of the tuition classes, with reasonable notice at any point of time.

Payment Terms

- Please refer to the Fee Metrics mentioned below for the tuition charges that are applicable at HTC in the 2019-20 academic year.

Fee Information: Part-time tuition: (Evenings and Weekends)

Number of subjects	Year 7 to Year 9 (Hourly Rate)	GCSE Year 10 & 11 (Hourly Rate)	GCSE Year 11 - Mathematics	Year 12 & 13 GCE Advanced Level	
				Biology	Mathematics
4 subjects or more	£11	£12	£1200 Package	£984 Package	£1200 Package
3 subjects	£12	£13		£984 Package	Further Mathematics £1200 Package
2 subjects	£13	£14		£1200 Package	Economics £900 Package
1 subject	£14	£15		£1200 Package	Psychology £1350 Package

- ❖ One to One lessons will be charged at a rate starting from £35 per hour
- ❖ Students will be enrolled for the full academic year as per the policy of the college. To bring continuous improvement in the academic learning of students of any age group they are expected to continue tuition classes for the full academic year
- ❖ For each Year 12 & 13 Science subjects, the fee will be same as mentioned above. For Year 12 & 13 Physics, above mentioned fee does not include fee for any practical sessions. Special lessons will be scheduled for the Practical sessions on a need basis. The fee for such lessons will be charged separately. Students can request for practical sessions once they are registered at Harrow Tutorial College
- ❖ For GCSE and GCE students, this fee metric is for 34 lessons starting 7th September 2019 until 17th May 2020
- ❖ For Year 3 to Year 10 part-time students, this fee metric is for 40 lessons starting 7th September 2019 until 28th June 2020
- ❖ Christmas Holidays: Thursday 21st December 2019 to Friday 03rd January 2020
- ❖ Easter Break: Friday 10th April to 17th April 2020
- ❖ The college reserves the right to cancel the group lessons if the student number is not achieved. If that situation arrives the student could book one to one lessons

- A registration or re-enrollment fee of £45 (non-refundable) is payable to secure each student's place on the course.
- The tuition fee will be payable in 6 monthly installments. The final installment would be payable, at the latest, by 29th of Feb 2019.
- Tuition fee payments made for the whole academic year in full on or before 30th September 2019 will draw a 5% discount on the amounts quoted above. Please note that this does not apply to registration fees, exam fees or any other additional fees.
- The parent may withdraw their child from the course at any time. **4 full weeks' notice period** will be required, in the event of leaving Harrow Tutorial College (or pay in lieu of notice) is required for the withdrawal of a student before the course end date. The parent can do this by emailing at admin@harrowindependentcollege.co.uk

Additional Information:

- Examination Fees: All examination fees are payable by the candidate. College fees do not include any examination fees.
- Textbooks: Text books are not supplied by the College. Students will be provided with the book names and will be required to obtain these books externally.

Disclaimer:

On a rare occasion, if the lesson is cancelled, the college will notify the parents via email only. Any cancelled lessons will be re-scheduled and parents will be notified via email only.

Late Payment:

Any late payments are subject to a 2% surcharge on a weekly basis. If there is an outstanding balance HTC reserves the right to ask for a pay settlement before the student attends the next lesson. Again, HTC reserves the right to pass your details to the legal team for debt collection.