Tutoring Terms & Conditions

Agreement between a tutor and a student's parent or guardian

Customisable template. Complete the fields in square brackets, delete any options that do not apply, and agree on the terms with the parent or guardian before lessons begin.

These terms are not intended to make working together more complicated. Their purpose is to make expectations clear and help everyone feel comfortable. Putting the main arrangements for scheduling, payment, cancellations, rescheduling and communication in writing makes it easier for the tutor and parent or guardian to plan lessons, understand each other's expectations and avoid misunderstandings. If questions arise during the learning process, both parties can refer back to the agreed terms and work towards a solution calmly.

1. Lesson details

- Tutor: [full name and, if needed, contact details].
- Student: [child's name, age/year group].
- Subject and lesson format: [subject; in person / online].
- Location for in-person lessons: [full address]. For online lessons: [platform/how to join].
- Length of each lesson: [___] minutes.
- Proposed schedule: [days and times]. The regular time slot is reserved for the student provided the agreed attendance and payment terms are followed.

2. Fees and payment

- The fee for one lesson is [___] [currency].
- Payment is due [before the lesson / immediately after the lesson / in advance for ___ lessons] by [payment method].
- If a lesson package or advance payment is used: package price — [___]; validity period — [___]; arrangements for carrying forward any unused lessons — [___].
- The tutor will inform the parent or guardian of any outstanding balance and agree on a payment deadline. While a balance remains unpaid, further lessons will [continue / be paused], as agreed by both parties.

3. Cancellations and rescheduling

- For a planned cancellation or request to reschedule, the parent or guardian must give at least [12 / 24 / ___] hours' notice before the lesson via [messaging app/phone].
- If notice is given within the agreed time: [the lesson may be rescheduled at no extra charge / no fee will be charged / other: ___].
- If a lesson is cancelled after the notice period or the student does not attend without notice: [the full fee is payable / part of the fee is payable / the lesson is deducted from the package / other: ___].
- Exceptions for sudden illness or other emergencies: [describe the arrangement, for example, a decision made on a case-by-case basis].
- Any rescheduling must be agreed with the tutor and depends on availability. A request to reschedule does not, by itself, mean that a new time has been booked.
- If the tutor cancels a lesson, both parties will agree on a new time. If rescheduling is not possible, [the fee will be refunded / the amount will remain as credit for the student / other: ___].
- If the student is late, the lesson will end at the originally scheduled time / may be extended if possible and agreed in advance [choose and clarify]. If the tutor is late: [how the lost time will be made up].

4. Communication and feedback

- Main contact method for the parent or guardian: [messaging app/phone/e-mail]. Usual times for messages: [___].
- The tutor will update the parent or guardian about lesson content, the student's progress and any difficulties [after each lesson / weekly / monthly / other].
- Urgent questions and messages outside the agreed hours will be answered where possible. The tutor is not expected to be available at all times outside lessons.
- Questions about homework and additional learning materials: [what is included in the fee and to what extent].

5. Lesson preparation and responsibilities

- The parent or guardian will share information relevant to the student's learning and notify the tutor of changes that may affect attendance.
- Where possible, the student will arrive or join online on time, bring the required learning materials and complete agreed tasks.
- The tutor will prepare and deliver lessons in line with the agreed learning goals. Additional services (for example, marking a large amount of work outside lesson time) must be agreed separately.
- Audio, photo or video recording of lessons, and publication of materials featuring the child, are permitted only with separate agreement.

6. Changes to the terms and ending lessons

- The tutor will give the parent or guardian at least [___] days' notice of changes to fees, the schedule or other terms.
- Either party may end the arrangement by giving the other party [___] days' / lessons' notice. The arrangements for settling payment for lessons already paid for are: [___].
- If a disagreement arises, both parties will first try to discuss it directly and agree on a solution.

7. Acknowledgement and agreement

- The parent or guardian confirms that they have read these terms before lessons begin, had the opportunity to ask questions and agreed to the arrangements. These terms take effect on the date below or on another date agreed by both parties.
- The parties may record their agreement by signing this document or exchanging written confirmations in messages. If the tutor treats payment for the first lesson as confirmation that the terms have been accepted, this should be stated clearly in the terms and explained to the parent or guardian in advance. However, the legal effect of this arrangement depends on the applicable law and circumstances. For greater certainty, a signature or separate written confirmation is preferable.

Date reviewed: ____ / _____ / 20____

Parent/guardian (full name): _____

Parent/guardian signature: _____

Tutor (full name): _____

Tutor signature: _____

Important: This is an organisational template, not individual legal advice. Before using it, check that it complies with local law, especially provisions concerning fees for cancelled lessons, refunds, personal data and confirmation of agreement.