

My Master of Science tutor

'Master science, maths & business'



My Master of Science Tutor Contract

Version 5.0 dated 27th March 2020

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Part A - About

1) Mission

- a) The mission of My Master of Science Tutor (MMoST.org) is to provide tutorials to students in Dorset and Hampshire and online worldwide, so they can master Science, Maths and Business at GCSE level and Biology, Chemistry and Business at 'A' level.

2) Key Points

- a) in **bold red**.

3) Background

- a) This contract applies to tutorials purchased by the Client and taken by the student with My Master of Science Tutor (hereinafter 'MMoST.org').
 - i) the 'Client' is the parent or guardian of the student
- b) **Website:** www.mmost.org a.k.a. www.mymasterofsciencetutor.education
- c) **T&Cs:** <https://mymasterofsciencetutor.education/tcs>
- d) Facebook: <https://www.facebook.com/MyMasterOfScienceTutor/>
- e) TrustPilot reviews: <https://www.trustpilot.com/review/mmost.org>
- f) Strapline: 'Master science, maths & business'
- g) MMoST.org was founded in January 2015 by **Chris Street** BSc (Hons) (Biochem.) DMS CDipAF MBA MSc (Med. Chem.). Chris Street is the sole tutor.
 - i) More about Chris Street MMoST.org:
 - (1) <https://mymasterofsciencetutor.education/about>.

Part B - Client & Student Information

4) Client

- a) **Name:**
- b) **Address and postcode:**
- c) **Mobile number:**
- d) **Email:**
- e) Recommended to MMoST.org by:

5) Student

- a) **Name:**
- b) Age:
- c) Date of Birth:
- d) School year:
- e) School name:

6) Subjects

- a) **Subject, tier**, exam board (if known) and qualification (e.g. Maths Higher Edexcel iGCSE).
 - i) Subject 1:
 - ii) Subject 2:
 - iii) Subject 3:
 - iv) Subject 4:

7) Tutorials

- a) **Start date of tutorials**, subject to acceptance by the Client of this contract:
- b) Tutorial frequency (weekly or fortnightly or ad-hoc):
- c) Routine day and time:
- d) Tutorial duration (1-hour, 1.5 hours, 2-hours):
- e) Address and postcode for tutorials:
- f) Subject(s) exam dates:
- g) Final tutorial date:

8) Cancellation of Tutorials

- a) There is no charge if a tutorial is cancelled due to the student being sick.
- b) **Twenty-four hours' notice is required from the Client to cancel a booked tutorial.**
- c) **Fifty per cent of the tutorial fee is charged if:**
 - i) A booked tutorial is cancelled with less than twenty-four hours' notice for reasons other than sickness.
 - ii) The booked tutorial is not taken and is missed due to the fault of the Client and / or the student.

9) Fee

- a) **Fee for tutorials at Clients' address** (includes petrol and travel time).
 - i) One hour:
 - ii) One and a half hours:
 - iii) Two hours:
 - iv) More than two hours:
- b) Fee for tutorials at MMoST.org address (7 Tucks Close, Bransgore, Christchurch, Dorset, BH23 8ND).
 - i) One hour:
 - ii) One and a half hours:
 - iii) Two hours:
 - iv) More than two hours:
- c) **Fee for online tutorials**
 - i) One hour:
 - ii) One and a half hours:
 - iii) Two hours:
 - iv) More than two hours:

10) Special Arrangements

- i) Specify:

11) File

- i)

Part C - MMoST.org Terms and Conditions

12) Contact

- a) **Mobile: 07794 419720.**

- b) **Email:**
 - i) chris.street@mmost.org
 - ii) chris.street1956@gmail.com
 - iii) chris.street@mymasterofscienceTutor.education
- c) Address:
 - i) 7 Tucks Close, Bransgore, Christchurch, Dorset, BH23 8ND.
 - ii) what3words <https://what3words.com/finest.rural.tortoises>
- d) Skype: cstree1956.
- e) Zoom: details supplied for online tutorials.

13) Acceptance of Contract

- a) A personalised contract (Part A) will be issued to the Client.
- b) The Client must email their acceptance of this contract.
- c) Once the Client acceptance has been acknowledged by MMoST.org, tutorials can commence.
- d) The filename for this contract will be in format: students name_parents name_MMoST_Chris Street_contractT&Cs_date_version-number, for example: Jane Smith_Lucy Smith_MMoST_Chris Street_contractT&Cs_29Jan2020_version-3.9

14) Fee Payments - Face-to-Face

- a) **The fee is payable at the end of the tutorial before the tutor leaves the premises.**
- b) Acceptable methods of payments are:
 - i) cash
 - ii) cheque (payable to Chris Street)
 - iii) direct bank transfer
 - (1) account: Chris Street
 - (2) bank: Barclays
 - (3) account number: 80600180
 - (4) sort code: 205353
- c) Further tutorials will not be held until all outstanding fees are paid.
- d) The fee is subject to ad-hoc review with agreement by the Client.

15) Fee Payments - Online

- a) **Fees are payable twenty-four hours before the online tutorial.**
- b) The only acceptable method of payment is by direct bank transfer:
 - i) account: Chris Street
 - ii) bank: Barclays
 - iii) account number: 80600180
 - iv) sort code: 205353
- c) Further tutorials will not occur until all outstanding fees are paid.
- d) The fee is subject to ad-hoc review with agreement by the Client.

16) Tutorials - Face-to-Face – At Clients home

- a) For students under the age of eighteen years with tutorials at the Clients home
 - i) **a familiar, responsible adult to the student, other than Chris Street, must remain in the house throughout every tutorial.**
 - (1) In certain circumstances, a disclaimer to this clause can be put into place, with a written agreement between MMoST.org and the Client (see Special Tutorial Arrangements).
- b) Client should keep a record of tutorial dates, times and method of payment (cash, cheque or bank transfer) for each tutorial, to assist in account reconciliation.
- c) Tutorials should take place in a quiet room with no distractions and for students under the age of eighteen, the door to the room must be left open.

- d) Tutorials should take place at a suitable table i.e. medium to large, high-level table / desk with two chairs.
- e) Mobile phones should not be used by the student during tutorials, but they may keep their phone on with the sound on.
- f) The tutor is obliged to wait no longer than 10 minutes upon arrival if the student is not at the agreed venue for the tutor to start the tutorial.
- g) If the student arrives 10 minutes after the agreed booked time slot, the tutor will only be able to give the remaining time of the booked tutorial, but the full fee will be charged for the booked tutorial.
- h) Tutorials Include a manageable amount of homework (providing everyone agrees).

17) Tutorials - Face-to-Face – At Chris Streets’ Bransgore home

- a) For students under the age of eighteen years with tutorials at the Bransgore home of Chris Street
 - i) a familiar, responsible adult to the student, other than Chris Street, need not be at 7 Tucks Close, Bransgore, Dorset, BH23 8ND throughout the tutorial.
 - ii) At the tutorial the student must have a fully charged mobile phone and they must keep it on with the sound on.
 - iii) If the student has any allergies or medical issues, let Chris Street know beforehand. It could be anything from pet hair (we have a Cocker Spaniel and a cat) to nuts, or more serious illnesses. Alerting Chris may reduce risk when another responsible adult is not around to supervise.
- b) Client should keep a record of tutorial dates, times and method of payment (cash, cheque or bank transfer) for each tutorial, to assist in account reconciliation.
- c) The tutor is obliged to wait no longer than 15 minutes for the student to arrive after the agreed upon start time.
- d) If the student arrives 10 minutes after the agreed booked time slot, the tutor will only be able to give the remaining time of the booked tutorial, but the full fee will be charged for the booked tutorial.
- e) Tutorials Include a manageable amount of homework (providing everyone agrees).

18) Tutorials – Online

- a) Online tutorials are via Zoom – details to be emailed to Clients 24 hours prior to the tutorial.
 - i) Client should keep a record of tutorial dates and times for each tutorial, to assist in account reconciliation.
- b) Tutorials should take place in a quiet room with no distractions.
- c) Mobile phones should not be used by the student during tutorials.
- d) The tutor is obliged to wait no longer than 15 minutes from the agreed upon online tutorial start time.
- e) If the student arrives 10 minutes after the agreed booked time slot, the tutor will only be able to give the remaining time of the booked tutorial, but the full fee will be charged for the booked tutorial.
- f) Tutorials Include a manageable amount of homework (providing the Client and student agrees)

19) Holidays

- a) Changing lesson arrangements due to going away on holiday are acceptable providing notice is given.
 - i) If notice is not given, full fees will be charged at the normal lesson rate for one hour of each week of the holiday, at the normal lesson rate.

20) Exams

- a) If a Notice of Termination is given for an exam student within ten weeks of the student’s exam dates, tutorials need to continue until the student’s last exam date.
 - i) This condition is deemed by MMoST.org to be in the best interests of the student and applies over time i.e. the Student may not be an exam Student when tuition begins.
- b) MMoST.org cannot guarantee the exam success of the student.

21) Notice of Termination

- a) After the first two tutorials, to end tuition, one month's notice of termination to MMoST.org is required by email.
- i) Contracted tutorials are taken as normal during the Notice of Termination period.

22) Extra Tutorials

- a) Extra tutorials can be arranged if required, subject to tutor availability.
- b) Tutorials during school holidays can also be arranged.

23) Comments and Testimonials

- a) Comments and testimonials from students and parents may be published at www.mmost.org or our Facebook site, without permission. Names of students and parents will be in the format: first name and surname initial.
- b) Clients are encouraged to leave comments and rate MMoST.org tutorials on Trustpilot
 - i) Please review MMoST.org
https://www.trustpilot.com/evaluate/mmost.org?utm_medium=trustbox&utm_source=TrustBoxReviewCollector
 - ii) All reviews: <https://www.trustpilot.com/review/mmost.org>

24) Limitation of Liability

- a) Website: <https://mymasterofsciencetutor.education/limitation-of-liability>

25) DBS

- a) Chris Streets' Disclosure & Barring Statement (DBS) is available to the Client, upon request, at the introductory meeting.
- i) Enhanced DBS Certificate: 001470918071 valid to 21st December 2020.

26) GDPR

- a) General Data Protection Regulation (GDPR) <https://mymasterofsciencetutor.education/gdpr>

27) Contract

- a) Copy of accepted Contract to be retained by the Client and MMoST.org
- b) The terms of this contract (Parts A & C) may be updated from time to time.
- c) Most major changes (e.g. integer version number X.0) will be notified by email to Clients for their written acceptance.
- d) All contract updates (from January 2020) available <https://mymasterofscienceTutor.education/tcs>.
