

The following forms the basis of a tutor contract between Funky Aardvark C.I.C [FACIC] and _____ [The Tutor]

The tutor is to give courses of the following description:

At the FACIC premises in Chester/Teignmouth on the following dates:

Date of course delivery: _____ day the ___/___/20___ from _____ am/pm to _____ am/pm

The course repeats: never / second day on _____ / weekly ongoing / weekly block of ___

Description _____

FACIC will be charging £_____ per student for the course.

The tutor will also be charging students £_____ on the day of the course for materials.

Date of course delivery: _____ day the ___/___/20___ from _____ am/pm to _____ am/pm

The course repeats: never / second day on _____ / weekly ongoing / weekly block of ___

Description _____

FACIC will be charging £_____ per student for the course.

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Date of course delivery: _____ day the ___/___/20___ from _____ am/pm to _____ am/pm

The course repeats: never / second day on _____ / weekly ongoing / weekly block of ___

Description _____

FACIC will be charging £_____ per student for the course.

The tutor will also be charging students £_____ on the day of the course for materials.

Fees:

FACIC will take bookings and collect payments for the course on behalf of the tutor.

Tutor fee collected for the course is to be 70% of the students' fees.

25% of the money collected as course fees will be due to FACIC as commission for the course bookings and use of facilities and the remaining 5% covers the VAT due on the commission.

Cancellation:

In the unlikely event that FACIC has to cancel the course the tutor will still receive 70% of the booked students' fees as this will be covered under FACIC's insurance. Students will be informed of FACIC's reasons for cancellation and have their fees refunded. In the first instance FACIC will seek to find alternative accommodation for the course rather than cancel.

In the unlikely event that the tutor has to cancel the course they will remain liable for the 25% commission + VAT (30% total) based on number of booked students. We recommend that tutors have insurance to cover such losses. Students will be informed of the tutor's reasons for cancellation and have their fees refunded. FACIC reserve the right to offer students an alternative course/tutor for the booked dates.

Weekly tutors can arrange holidays in advance as long as at least 30 days notice is given and FACIC may assist them in finding a suitable tutor to cover their absence. Weekly tutors will not be liable for the 36% commission based on the number of booked students as long as they contact FACIC as soon as they know they are ill and provide all necessary contact details for students and that it is not a regular occurrence.

Payment:

Payment to the tutor will be made by direct bank transfer a month in hand by the last day of the month. This payment may take up to 7 days to reach the tutor's bank account. If the tutor also sells work through FACIC then payment may be made as a combined sum.

Tutors full address:

Street _____ Town _____

County _____ Postcode _____

Email Address _____

Phone Number _____ Mobile Phone _____

Bank details for payments to The Tutor: Account in the Name of _____

Account Number _____ Sort Code ____ - ____ - ____

This contract is agreed on ____/____/20____ by:

Signed _____ printed _____ for FACIC

Signed _____ printed _____ The Tutor