



Tutoring / Assessing / Internal Quality Assurance

Terms and Conditions

- All bookings must be confirmed in writing at least fourteen days prior to the course start date.
- All course materials are to be made available at least seven days prior to the course start date.
- As a tutor / assessor students will be given my contact details and times to contact me directly for assistance with coursework.
- For tutor / assessor role all work will be completed within one calendar month of course completion date unless otherwise specified in advance.
- For Internal Quality Assurance role all work will be completed within seven days of date of delivery to me unless otherwise specified in advance.
- An invoice will be sent on completion of the work.
- All invoices are to be paid within fourteen days of the date of issue.
- Late payments will be subject to an administration fee of 5% of the invoice total.
- Travel and accommodation costs may be added to the invoice if outside the normal working area. This will be confirmed prior to acceptance of the work.
- If I am unable to attend due to sickness on the training days I will contact you as early as possible by telephone to inform you and allow you time to contact the students.
- Complaints should be addressed to me in the first instance to allow a suitable resolution to be found at admin@lisabishoptutoring.com