



EB Lingo Language Tuition

Trading as EB Linguistic Services

Email: eblservices@outlook.com Tel: 07889878080

Website: www.eblservices.weebly.com

Language Tuition Terms and Conditions March 2021

Payment Terms

1. Payment is required in advance of the program starting, and the duration in weeks of the termly program will be confirmed by the tutor in advance of the program start date.
2. Payment can be made by BACS transfer or PayPal by request.
3. The tutor will inform students of any planned lesson cancellations in advance and in the event of unexpected lesson cancellations, every attempt will be made to rearrange to a suitable date and time. Refunds will be provided where rescheduling is not possible.
4. Where 1-to-1 program sessions are being provided, a half-session fee will apply where a student cancels within 24hrs of scheduled lesson.
5. Prices are subject to change at any time. Students will be notified of any changes in advance of new termly programs taking place.

Tutor conduct and safeguarding

1. The tutor, Eleanor Bishop, is fully qualified and insured for professional indemnity and public liability purposes, as well as DBS checked. Relevant documentation is available to view on request.
2. Please inform the tutor if you have any specific learning needs or require particular learning support by completing the relevant section of the Google registration form.

Management of student's personal data.

1. All student personal data (name, email address, telephone number) will be transferred from the initial Google registration form or newsletter sign up form and stored securely electronically by EB Linguistic Services.
2. When providing personal contact information, students agree to be contacted by email by EB Linguistic Services for marketing and business purposes.
3. If you wish to be removed at any time from email mailing lists, please contact the tutor who will remove you from the list and delete any information you have provided.
4. Please inform the tutor if you do not wish to participate in photography activities for marketing purposes by EB Linguistic Services.

A separate privacy policy is available at <https://eblservices.weebly.com/>.