



**TUTOR REGISTRATION FORM**



Important note

1. Tutors must be a Singaporean, Permanent Resident, or a Student holding Student Pass in a Government-Funded School;
2. Tutors must be at least 18 years old;
3. Registration as a Tutor is FREE of charge;
4. Please fill up the necessary fields and send the form back to tuitionfic@gmail.com.

PERSONAL DATA

Name		Date of Birth	
NRIC/FIN		Mother Tongue	
Gender		Contact Number	
Email		Online Contact# [MSN / Skype]	
Address#		Postal Code	
Bank Account Number#			

# fields are needed for ease of communication, better logistic and transaction of 1<sup>st</sup> month tuition fee, but can be omitted if tutors are not comfortable to give out their information

OTHER DATA

Highest Qualification	Degree / Under-Graduate / Diploma / A-Levels, Others, please specify
Qualification Details	

Teaching Experience [GS: Government School]	GS Teacher / Ex-GS Teacher / NIE Trainee / Teacher / Full-time Tutor / Part-Time Tutor		
Teaching Details [Brief Explanation of teaching experience] * GS Teacher, please indicate Current School you are teaching at			
Available Timings [Indicate Day and Timing]		Available From [DD/MM/YYYY]	
Area Preferred		Own Any transport	
Preference of level and subject to teach			
Expected Remuneration per hour		How you get to know us	

I have read and abide Terms and Conditions listed below by Fullerton International Consultants Pte Ltd

\_\_\_\_\_  
Name & NRIC/FIN

\_\_\_\_\_  
Date



## Terms and Conditions

### 1. General Terms and Conditions

1. Fullerton International Consultants Pte Ltd (FIC) reserves the right to alter the Terms and Conditions stated in the Agreement within reasonable limits as situations required, with or without notice. Continuity of the tutor's membership with FIC, without any prior notice of cancellation/disagreement, constitute binding of acceptance to any changes made to the Terms and Conditions.
2. FIC reserves all rights to refuse/reject any application without any reason given.

### 2. Service Agreement

#### Tutor's Profile

1. You understand that you are to fill in all personal information as accurately as possible and will not attempt to mislead customers using FIC's services.
2. You understand that all information transmitted/communicated to FIC, are the sole responsibility of the person from which the Content originated and FIC, is entirely not responsible for any discrepancies in details
3. FIC reserves the right to request copies of your original certificates for verification purposes.

#### Initial First Assignment

1. Upon confirmation of an assignment, a representative from FIC will send you the client's address, assignment timing and other required details via email two day before the actual session start.
2. Failure to turn up or any reason with you resulting to the cancellation of your 1<sup>st</sup> tuition assignment, will lead to the termination of your tutor account/membership with FIC. Submissions of supporting documents are required in the event of any valid reason which result in the cancellation or alternation of your 1<sup>st</sup> assignment. This will be evaluated on a case-by-case basis
3. Certificates and identifications are required to be brought along on you 1<sup>st</sup> tuition assignment and produced readily upon request of client/parents. For current or ex-school teachers, teaching qualifications are to be brought along.
4. The client can wish to stop the tuition at any point of time as there is no existing contract with you and the client

#### Termination/Cancellation of Assignment

1. For any new assignment that FIC has arranged for the tutor, they are required to commit at least 1 month with the client. Afterwards, they are free to negotiate with the client on the duration of commitment.
2. Unless otherwise, cancellation of assignment without any valid reasons are not entertained

#### Code of Conduct of Tutor

1. Although FIC does not have any jurisdiction over the tutors' conducts, they are advised to be  
**Punctual** for their tuition assignment  
**Responsible** to inform the client at least 24hours in advance of any alternations in their appointments  
**Professionalism** to concentrate on lessons at hand
2. Repeated poor feedbacks and conducts will lead to penalties imposed.

#### Commission

1. FIC will collect 50% from the first month as commission upon the completion of 4, 8 or 12 lessons (depending on the frequency of the tuition assignment).
2. The first month's fee is based on 4-weeks of lessons and is not based on the calendar month.
3. Commissions collected would be based on 4 weeks of lessons previously agreed on which does not include any postponement of tuition lessons (E.g. 4 weeks = 8 tuition, 1 postpone to each month, hence only 7 tuitions done, but commissions would be based on 4 weeks = 8 tuitions)
4. FIC does not allow the tutors to collect any upfront payment from the client on the first tutoring lesson.
5. The balance 50% payment of the 1<sup>st</sup>/initial month of tuition fees would be payable to the tutors at the end of the initial month, afterwards the tutors are free to negotiate the payment dates with the client

### 3. Confidentiality

1. The information you have provided to us upon registration are kept strictly confidential to FIC only.
2. FIC would not rent, sell, or share personal information about you with other people or companies except to provide products or services you have requested.
3. We limit access to personal information about you to our employees to provide products or services to you or in order to do their jobs

### 4. Disclaimer

1. Within FIC's limit, we shall protect our tutors' interest. However, we will not be held responsible for any default of salary payment. FIC will also not act as an arbitrator or mediator for any conflicts/disagreements arising between our tutor and client. However, we are always prepared to offer our fairest views and suggestions if needed.
2. FIC will also not be responsible for the tutor's conduct/action outside of their tutoring responsibilities.

### 5. Relationship between parties

1. Registering with FIC as a tutor/member will not create any partnership, joint venture, franchise, sales representative, or employment relationship. Hence, you have no authority to enter or accept any offers on behalf of FIC.