



**TUTOR REQUEST REGISTRATION FORM**

Important note

1. Tutors are not allowed to collect any upfront payment from the client on the first tutoring lesson;
2. 100% Full Tuition Fees are to be credited via (1) Internet Banking (2) ATM transfer; into FIC’s designated bank account not later than 3 days on completion of the tutor’s 1<sup>st</sup> lesson with the student;
3. Please fill up the necessary fields and send the form back to tuitionfic@gmail.com.

PERSONAL DATA OF CONTACT PERSON

Name [Preferably Parent/Guardian of Student]		Contact Number	
Online Contact# [MSN / Skype / QQ]		Email [Invoice would be sent to this email address]	

#fields are needed for ease of communication and better logistic, but can be omitted if tutors are not comfortable to give out their information

STUDENT DETAILS [if different from contact person]\*

Name*		Contact Number*	
Gender		Mother Tongue	
Address			Postal Code
Level of Education	Degree / Post-Graduate / Diploma / Junior College / Secondary / Primary, Others, please specify		
Subjects to be taught [subject name and level]			

TUITION REQUIREMENT

Tutors Education [Minimum/Preferred]		Race and Gender [Preferred]	
Lessons Per Month	2 / 4 / 8 / 12 / 16	Hours Per Session	1 / 1 <sup>1/2</sup> / 2 / 2 <sup>1/2</sup> / 3
Available Timeslots [Indicate Day and timing]		Date of Commencement of tuition	
Expected Budget Per Hour		Referral to our tuition service	

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) attempts to be as accurate as possible. However, we do not guarantee that the description of the tutor is accurate, complete, reliable, current, or error-free.
2. FIC does not guarantee improvements to the tutee's grades.

### 2. Service Agreement

#### Availability of Tutors

1. The availability of preferred tutors is subject to the tutors' schedule. FIC does not guarantee that the customer will be assigned his / her preferred tutor(s).

#### First Tuition

1. The 'Contact Person' is required to check the credentials and certificates of the tutor on the first lesson if the scanned copy is not available
2. It is also the 'Contact Person' responsibility to check on the authenticity/accuracy of the tutor's credentials and qualifications
3. FIC would not be liable for any discrepancies/liabilities once 'contact person' has acknowledge the authenticity of the tutor's credentials and qualifications
4. The assigned tutor will teach at the address provided in 'Tutor Request Sign Up Form'.

#### Tuition Fees

1. Tutors are not allowed to collect any upfront payment from the client on the first tutoring lesson.
2. FIC levies a commission from the tutor which is 50% of the fees for the first month or 50% of the amount of the lessons given if the service is terminated before completion of the first month
3. The tuition fees as stated on FIC's website are obtained based on an estimate of tutors' recent quotations and therefore should only serve as a guide. Tutors charge different rates depending on their qualifications and experience.
4. Tutors, 'Contact person' or students are not allowed to change the tuition rates for the 1<sup>st</sup> month, but they would be able to re-negotiate on completion of his/her 1<sup>st</sup> month tuition.
5. 100% Full Tuition Fees are to be credited via (1) Internet Banking (2) ATM transfer into FIC's designated bank account not later than 3 days on completion of the tutor's 1<sup>st</sup> lesson with the student
6. Upon receiving the transmitted payment, FIC will issue a receipt to your email account.

#### Termination/Change of Tutor

1. 50% of tuition fees will be levied on the 'Contact Person' if he/she terminates/changes his/her tutor more than 3 times without a valid reason, within 1<sup>st</sup> month of engaging FIC's service.
2. Contact Person need to pay the tutor for the number of lessons given prior to termination

### 3. 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