



Terms and Conditions

Blackhen Education seeks to support your child with maintaining and improving their English skills. With this in mind it is important to remember that:

1. This is a commitment for both the student and their parents.
2. Organisation is important, both of time and resources.
3. Deadlines are very important. In order to provide prompt feedback, our tutors **must** receive work on time.

Student's work:

1) **All work must be returned via email.** Work can be typed or handwritten and scanned.

2) All students will be issued with a completion date for returning each unit of work. This is to enable us to plan our marking schedule for our tutors and ensure continuity of study.

3) If work is returned later than 48 hours (after the completion deadline) **it will not be marked.** *

3) If you wish your child to leave the course at any point, you are asked to inform us via email.

**(In exceptional circumstances we may be able to grant a small extension, but you must contact us at a least a day before the deadline).*

Academic Year:

Due to Blackhen Education's students now living in a number of countries, we have decided to follow UK school term dates. **Please be aware that these may differ from the school term dates within your country.**

Payment:

1) Parents are required to pay termly (3 x units). An invoice will be issued at the beginning of each term.

2) Invoices should be settled within 7 days of receipt.

Over 14 days and it will be assumed you no longer wish to study with Blackhen Education and no further units will be issued.

3) There is a 20% discount for additional siblings.

4) If you wish your child to leave the course at any stage, there will be no refund of fees for the remainder of that term.

Termly Fees:

English Key Stage 1-3:	Each term = £110
British History KS2& KS3	Each term = £110
Foundation, KS1(5-6yrs), IGCSE	Each term = £120

What our fees cover?

1) Three units (4 x lessons per unit) and resources. This includes the preparation and planning of all materials to current British National Curriculum requirements).

2) Marking of work by qualified teachers.

3) Written feedback for each completed unit.