



Payment Policy

It is our responsibility as a Company to ensure our Tutors and Clients come to us for any payments.

Payment Fee

The payment fee will be set and established with the Clients prior to signing the contract. If a client is via the Local Authorities or through a Personal Budget, a separate arrangement will take place, and the paid fee will be as agreed in the Personal Budget and Local Authorities documentation.

Tutor payment

Evermore Education processes all payments; please do not give payments to Tutors. At the time of signing the Contract Agreement, the Tutor must provide payment information and an email address. Tutors will be paid on the last day of the month. To ensure the Tutor is paid, please ensure that your Timesheet is submitted by the 14th of each calendar month to receive payment on time.

Private work with families from Evermore Education is prohibited whilst working for us and 6-months after - the Tutors contract may be terminated if there is a breach. This includes the Client directly paying the Tutor for their services.

Parent/carer payment

Invoices for tuition will be sent out on behalf of the tutor on the 14th day of each calendar month. Parents/carers will have 7 days to make payment. If payment is not received by the close of play on the 21st day of the month, there will be a late payment charge of £10. From the 22nd day of the calendar month, we will charge 1% of the owed sum per day, as well as stopping tuition, until the invoice is paid. If fees are not paid within 1 calendar month of the £10 late payment charge, Evermore Education may take legal action for nonpayment of invoices.

Cancellations

Evermore Education requires 24 hours notice for any lesson cancellation. If the lesson is cancelled before the 24 hour notice period, then there will be no charge to the parent. If the lesson is cancelled after the 24 hour period, the lesson fee of £40 will still be charged. If a tutor cancels the lesson at any time, parents will not be charged.

Our tutors' time is valuable; they lead full, busy lives just like you. Your timely cancellation will also allow another student requiring help the opportunity to meet with a tutor.

One-Hour Minimum

There is a one-hour minimum charge for each session. If the tutor is asked to stay less than an hour, the session will count as one hour. Sessions lasting longer than one hour are rounded to the nearest fifteen minutes.

This policy was last reviewed in September 2024.