

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom – Happiness



CLASS ACCEPTANCE AGREEMENT

Ho Chi Minh City, Date:.....Month:.....Year:..... at our office: Thanh Tai tutoring Agency. We include:

PARTY A: Thanh Tai Tutoring Agency

Head office: 24 - Nguyen Duy - Ward 9 - District 8 - HCMC

Phone: 0961 765 913 - 0938 447 914

Mail:guasuthanhtaihcm@gmail.com. Website: guasuthanhtai.com.vn

Represented by: Director Thanh Tai Tutoring Agency- Nguyen Manh Phuong.

PARTY B (implementing party)

Name:Year of birth:.....At:.....

ID No.:Issued on:At:.....

Place of work (study):.....

Current residence:.....

Number phone:..... :

After discussing and agreeing, we agree with the following:

ARTICLE I: Party B agrees to tutor for students who are introduced by party A at home.

Class:..... Subjects: Number of students:..... District:.....
.....

Appointment date with parents:Salary VND

The amount of **PARTY B** must pay to **PARTY A** when receiving the class:
.....VND

In words:.....

ARTICLE II: RESPONSIBILITY OF PARTY B:

1. Come to the center , meet the parents with neat, courteous ,professional manner.
2. Meet parents on the day mentioned in the referral in time and then present it to the parents or the students. **B** must know the address and contact information of the students. If you can not contact, then **party B** must notify **party A** within 45 minutes to handle the situation.
3. If the tutor arrives home or calls but does not receive the class (all reasons) including the reason that parents make an appointment after 07 days to receive class is also considered as obstacle . **Party B** must notify **Party A** within 30 minutes from the time of refusal to timely handle. At the same time, **Party B** must come to the Center to sign and request the confirmation of obstacles, within 48 hours (both holidays and Sundays). After the Center has confirmed the problem, the contracts are subject to renewal and refund within 30 days, after that the contract is self-liquidated, so no longer valid.
4. Fees and Refunds, Additional Costs
- Fee is 30% of the first month salary.

Refund for the tutor:

- No refund if the fault is from the tutor in some cases:

- + Lack of discipline, responsibility in work (late, phone call in teaching hours, making an appointment but not arrive, late arrival, continuous leave, leave for a reason but did not notify parents,. .)
- + Unscrupulous teaching style (alcohol , smoking, Smoking opium, ...)
- + Change the instructor's lack of expertise and experience

- **50% refund will be made (half charge for class) if the tutor has professional errors, methods**

- + Expertise is weak
- + The method of teaching is still weak
- + The ability to cover the class (group) is low

- **Refund:** The center needs 5 to 10 days to check before refunding. Refunds will be made on the date of the appointment (stated on the contract when there are obstacles).

- If the fault is by parents, the center refund 90% (10% service charge including phone, electricity, water ...).

- If the fault is by both tutor and parent, the center refunded 50% of the fee paid.

- Additional fees: If receiving other class , **Party A** must pay or receive the amount of difference

5. Do not change the teacher, do not arbitrarily increase or reduce students, tuition fee, number of lectures, number of subjects, do not combine the number of lectures without the consent of the center or students. Do not take classes on behalf of others or still teach but deliberately report loss or other deceitful acts.

6. **Party B** should carefully review the requirements and regulations of the Center, consider your ability, teaching capacity before class. After receiving the class of time within 07 days from the date of receiving the letter of recommendation, if not notice the obstacle, it is assumed that receiving class is successful and the Center is no longer responsible for any obstacles later.

7. When receiving the second payment or when receiving the refund, **Party B** must bring the contract and, identification card (student card), receipt.

8. After making this contract, for any reason (**Party A's** fault, fault due to parents, students, not fault of teacher), **Party B** still has to pay service fee.

9. In case there is a date for appointment, if **party B** can not make it, **party B** must have the family member bring with him / her the contract, ID card, receipt, referral letter to the center on the date of appointment, notify by telephone. After this time, the Center has no responsibility. Before and after

the refund, if the Center detects that **Party B** has committed fraudulent activities, **Party B** shall pay compensation for all expenses incurred due to the fraudulent acts of **Party B**.

ARTICLE 3: PARTY LIABILITY

- Confirming Obstacle, appointment for renewal, refund the surplus or refund(if party B does not want to change class) and refund to **B**
- Organize time, schedule, fees for **Party B**, and have the responsibility to inform **Party B** in advance.

ARTICLE 4: IMPLEMENTING PROVISIONS

- The two parties pledge to fully implement the agreed principles stated in the contract.
- This contract is made in 2 copies, each party keeps 1 copy with the same value.
- This contract takes effect from the date of signing.

PARTY A

(sign and write full name)

PARTY B

(sign and write full name)

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Recommendation Letter

Teacher:Tel:
Current residence:.....
ID No.: Issued on:At:
Teaching subject:Grade:
Number of lectures:Time taught:
Number of students:
Tuition: VND/Month.....
Dear Parent/Student:
Address:.....
Phone Number:
Comments:.....
.....

Note: if there are any obstacles happen in the course of teaching, parents – students should contact urgently to the office for timely adjustment. Tuition is paid to the tutor teachers directly in the middle of the month or the end of the month. Students must keep this brochure when they need to contact the center. The recommendation letter is not allowed to correction or erasure.

In the spirit of bilateral interests, the center and our team of tutors do not charge tuition to the session you can not learn. The Center will support 2 lessons free of charge, if students and students have more than 2 days off, you have to be self-responsible, we can not support more than 2 sessions.

THANH TAI TUTORING AGENCY

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TP. Ho Chi Minh City on month ... in 2018

Thanh Tai Tutoring center's office

