



Tutor Terms and Conditions: My Tuition Live

"You" in this document is to be referred as "The tutor". "MTL" is to be referred as My Tuition Live

1. You affirm that you are of at least 18 years of age, have the necessary qualifications and/or experience to provide tuition in the subjects highlighted to MTL at the time of registration.
2. As a tutor you are expected to keep punctuality and professional conduct during the session. You should possess a good condition laptop, stable internet connection & a power back up option as essential devices needed to take online sessions. Math tutors must have a pen tab/ digital writing pad. Failure to do this may lead to termination.
3. You are expected to communicate effectively with office staff, students and parents, addressing any questions appropriately and professionally.
4. You agree with the fees of

(The agreed-upon payment)

for one to one sessions at an hourly rate(60 minutes) for the relevant job . Payments will be credited on the 10th of every month.

5. You have to take a 30 min demo for each new student to get assigned. We don't pay for a demo if it doesn't convert to an ongoing student. Demo sessions are not paid.
6. Only three cancellations are approved in each month. Each of your cancelled sessions after approval limit will be charged Rs.200 per session. Cancelled sessions are not paid. We encourage you to avoid cancellations and in case any cancelled sessions are to be rescheduled and completed in recent days (within the last day of the month).



7. You should strictly follow the 'CHILD ABUSE ACT' according to the country law. In case of such things you will be terminated.
8. MTL assigns each student to you if you are available for the student's requested time slot. MTL will inform you about this each time. You must be online 10 minutes prior to each session. Make sure the sessions to be conducted must be 1 hour.
9. You should not contact any student or share any contact details with them as they are not allowed without MTL knowledge – it is considered to be cheating.
10. You must not discuss any fees (charged or outstanding) with any student/parent or another tutor or even to any of our staff but should be kept highly private and confidential. Send an email to our HR department instead, MTL possesses all the rights for termination.
11. You must not request or accept any form of payment from a student/parent. All payments are agreed and handled only by authorized personnel on behalf of MTL.
12. You must maintain confidentiality regarding personal details, and the tutor must discontinue working with the student if a parent raises a complaint about the tutor's inquiry.
13. A tutor must abide by the contract at all times and either arrange classes via MTL or inform MTL of further tuition for a current or new student.
14. You must ensure that to keep your knowledge up-to-date in the subjects according to the country you are allotted for teaching and, if necessary, prepare/read background materials from research so that full support can be provided to your students.
15. You are responsible for sending homework to WhatsApp after each session is completed. Also you should respond to the messages related to any of the session



details with MTL team.

16. A tutor is responsible to update NON-AVAILABILITY regarding absence for any reason. If you go for a leave you have to send the leave application 1 month before. And in case of your personal or emergency reasons, you need to inform MTL before 24 hours. MTL doesn't encourage sudden cancellations from your side.
17. You understand that MTL Online Tuition has the right to suspend or terminate your tutor position at any time if, in our view, there has been a breach of the contract, abuse of our services or the bringing of our services/company into disrepute. If you have any concern you are advised to contact us ASAP. If you try to destroy MTL reputation by any form, MTL will have the right to take you to law.
18. You don't have any right to threaten or use bad words against MTL staff, parents or students, if found you will be terminated from your position without any notice.
19. You shouldn't misuse the properties, including data, resources, docs, files or teaching materials of MTL for personal interests, if found you will be terminated from your position without any notice.

I accept the offer of employment and agree to the terms and conditions as stated in this contract.

Name:

Date:

Signature:

