TERMS AND CONDITIONS FOR SEMINAR COURSES

Please note that all seminar courses are for English Literature students only, not English Language or Combined English Language & Literature.

Definitions

The following definitions apply in this document:

'Seminars' means the online group tutoring sessions provided by the Tutor as part of the Course, each lasting 60 minutes and attended by a maximum of 6 Students.

'Course' means the series of Seminars purchased by the Student, comprising the number of Seminars and taking place on the dates and at the times stated on my website.

'Student' means the individual participating in the Seminars.

'Tutor' means Adèle, who provides the tuition and feedback described in these Terms and Conditions.

1. Tuition

1.1. All Seminars are delivered online via Microsoft Teams.

1.1.1. A Teams meeting link will be sent by email once payment for the Seminars has been received.

1.2. Seminars are 60 minutes in duration and take place at the dates and times stated on my website.

1.3. Seminars are collaborative and focus on essay writing skills. They may include teaching and discussing essay writing skills, feedback on written work, essay planning, and working through example essays.

1.4. Written work submitted for feedback will be returned with annotations and personalised feedback designed to help Students improve their writing. Rather than assigning grades, feedback will focus on the specific changes that will have the greatest impact on future essays.

1.5. Each Seminar will have a maximum of 6 Students.

2. Payment

2.1. Seminars are charged at £20 per Student per 60-minute Seminar.

2.2. Seminars are offered as a course consisting of multiple Seminars. Payment for the full course is due upfront before the beginning of the course.

2.3. The total amount payable for the course will be £20 multiplied by the number of Seminars in the course, as stated on my website.

2.4. Payments are made on the 'Make a booking' page on my website.

3. Submitting work

3.1. Seminars are typically structured around discussing work submitted by Students in advance. This may include an essay paragraph, thesis statement, conclusion, or other appropriate written work, as communicated by the Tutor at least 1 week in advance.

3.2. For Seminars, **submitted work should not exceed 400 words**, unless otherwise communicated by email or during a Seminar.

3.3. Where appropriate work is submitted before the deadline, written annotations and feedback will be provided before the Seminar. This feedback will form the basis of the discussion during the Seminar.

3.4. Due to the collaborative nature of the Seminars, Students will submit their work via a shared Google Doc for each Seminar. By submitting work to the shared document, Students acknowledge that their work, the feedback provided, and the names and emails associated with their Google accounts will be visible to other participants in the Seminar. In light of this, Students are advised to register Google accounts in their first names only and not linked to school email addresses.

3.5. Work must be uploaded to the Google Doc for the relevant Seminar by the submission deadline provided by email if the Student would like written feedback. Please note that reminders will not be sent.

3.6. Due to the collaborative nature and time constraints of the Seminars, it may not always be possible to discuss every Student's submission verbally during each Seminar. The Tutor will select submissions or examples that are representative of common issues, pitfalls, and important areas for improvement in order to direct the learning of the group effectively.

3.7. Unseen Poetry and Prose seminar courses place greater emphasis on live, practical application of skills, as befits this task. Rather than submitting a piece of writing in advance for feedback, students will work through a new unseen text together each week. The Tutor will guide students through the process and give feedback on their ideas and approaches throughout the session.

4. Student cancellation and non-attendance

4.1. Due to the nature of the Seminar courses, individual Seminars cannot be rescheduled or refunded if a Student is unable to attend. Students should therefore ensure that they are available to attend the Seminars on the dates and at the times stated before making payment.

4.2. If the Student is unable to attend a Seminar, the resources used during the Seminar will be made available to the Student. The Student may also submit written work for feedback in accordance with the usual submission requirements, and written feedback will be provided as normal.

4.3. A Student's non-attendance at a Seminar does not entitle them to a replacement Seminar, a reduction in Course fees, or to attend a different Seminar in its place.

4.4. **In the first 48 hours after the first Seminar of the Course has taken place, Students may decide to cancel their position on the Course.** In such circumstances, the fee for the rest of the course minus the fee for the first Seminar (£20) will be refunded. After this cooling-off period, Students **cannot cancel their place on a Seminar Course** except in exceptional circumstances and at the Tutor's discretion.

5. Tutor cancellation and rescheduling

5.1. If the Tutor needs to cancel a Seminar due to illness or other unforeseen circumstances, they will endeavour to reschedule the affected Seminar at an alternative time. This may include extending the course by one week, or arranging another mutually suitable date and time.

5.2. If the affected Seminar cannot reasonably rescheduled, the fee paid for that Seminar (£20) will be refunded.

6. Expectations for online Seminars

6.1. If a Student expects to be late for a Seminar, they should notify the Tutor as soon as possible. Seminars will finish at the scheduled time and cannot be extended to compensate for a Student's late arrival.

6.2. Students are responsible for ensuring that they are able to access Microsoft Teams and Google Drive before their first Seminar. This may require the Student to download the Microsoft Teams app; the free version is sufficient for Seminars.

6.3. If technical difficulties on the Tutor's side prevent a Seminar from taking place or significantly disrupt the Seminar, the Tutor will make reasonable efforts to resolve

the issue or arrange an alternative. Where a Seminar cannot reasonably be completed due to technical difficulties, the affected Seminar will be rescheduled or, where rescheduling is not reasonably possible, the £20 fee for that Seminar will be refunded in accordance with clause 5.2.

6.4. The Tutor will not ordinarily be responsible for technical difficulties arising from a Student's device, internet connection, software, or other equipment used to access the Seminars.

Agreement

By booking onto a course of Seminars, you confirm that you have read, understood and agreed to these Terms and Conditions.