

## NOTIFICATION OF OFFER FOR PART-TIME TUTOR POSITION

We respectfully refer to the matter mentioned above.

We are pleased to inform you that you have been offered a position as a Tutor at UHIL Learning Academy. This offer is subject to the following guidelines and standard operating procedures (SOP):

1. Tutors are part-time staff under the supervision of UHIL Learning Academy.
2. Tutors must use the designated WhatsApp group for managing classes.
3. It is a serious offense for a tutor to request payments or directly interact with parents to recruit clients for personal benefit, bypassing UHIL Learning Academy.
4. Tutors must acknowledge that all advertising and parent management services leading to parent engagement are the efforts of UHIL Learning Academy staff.
5. All advertising costs on social media and physical platforms, as well as admin salaries, are borne by the academy through commission payments from parental tuition fees.
6. The academy graciously appoints tutors as part-time staff to help them supplement their monthly income.
7. If a tutor is found guilty of such offenses, they will be charged with theft, and legal action will be taken.
8. Tutors must notify the academy one month in advance if they wish to withdraw from ongoing classes.

### Allowance Calculation

No. Type of Teaching Allowance Calculation Example

- |   |                |                      |            |
|---|----------------|----------------------|------------|
| 1 | Home Tuition   | Fixed Allowance Rate | RM 35/hour |
| 2 | Online Tuition | Fixed Allowance Rate | RM 20/hour |
| 3 | Tuition Center | Fixed Allowance Rate | RM 40/hour |

Please ensure the accuracy of your personal information before signing this letter.

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### Acknowledgment and Agreement

I hereby accept the appointment as a Tutor at UHIL Learning Academy and agree to clearly understand the terms outlined in this offer letter and tutor agreement.

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**Signed by: Confirmed by:**

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**Tutor's Name:**  
**ID Number: Position:**  
**Date: Date:**