Web design sample for regulations and terms and conditions

**Welcome Collins!**

To help you succeed, we'll walk you through 6 quick points about how Tuteria works, and ask you a few questions at the end to confirm understanding

**1. You are an independent tutor**

This means you have full responsibility to create your subjects, set your price, accept appointments with clients, and submit lessons taught into our system in order to get paid.

We offer one-on-one tutoring. You cannot use Tuteria to acquire students for your organisation, and you cannot transfer a student to any other tutor outside Tuteria.

**2. Application is thorough but flexible**

If your application is approved, you'll be able to add subjects, take the tests and receive clients. If it's denied, you can only re-apply after 3 months and not more than 3 attempts. The information you've submitted is used to decide if Tuteria is the right place for you.

**3. You create your own subjects and set your own prices**

For most Academic, Music, Exams & Languages, you MUST pass the relevant online tests, without which you CANNOT take any students. For hands-on skills like Photography, Fashion etc. you'll need to send us samples of your work and experience, and if it matches our requirements, we'll let you know. Clients in your area can review your subjects, see your experience and can request to hire you from the site. We'll send instant SMS and email containing details of your clients.

**4. Tuteria is performance-based: great service gets you more clients**

We make sure clients get the very best performing tutors, and that great tutors receive more clients. Quality teaching, excellent customer service, and good feedback is expected at all times. Clients rate you after every completed lesson as part of our continuous evaluation. High rating gets you much more clients. Tutors whose ratings fall below 4.0 are asked to leave.

**5. Your payment is always certain and prompt**

To ensure you always get paid, Tuteria handles all payments on your behalf and pays directly to your bank. As a tutor, you set your price and earn 70-75% of whatever you charge clients. Successful tutors earn more than ₦360, 000 every year.

E.g. if you charge clients ₦1000/hr, you'll be paid at the rate of ₦700-₦750/hr.

Clients pay in full through Tuteria when booking lessons with you, which becomes available to you immediately after client confirms that lesson has been taught or 1 day after you submit lesson into our system. You can withdraw your earnings at anytime.

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**Teach More People**

Receive constant lesson requests from clients in your area

**Make Extra Money**

Enjoy secure, instant payments for all completed lessons

**Build Your Reputation**

Grow your income & influence within our trusted community

**6. Important rules within Tuteria Community**

There are standard rules to ensure that tutors always get paid, protect users privacy, and make our service fair to everyone. Please keep the following in mind as you use Tuteria:

* Accepting payments directly from clients or continuing to deal directly with them outside Tuteria is not allowed, and will prevent you from succeeding within our community.
* You’ll always be supplied with client details. Do not enter any personal information such as your full name, home address, email, phone, adverts or links on your profile.
* Do not make claim to any false or inaccurate information such as your education, experience, work history, certifications, awards, photos etc. Be completely honest. We will find out.
* Always be ethical when dealing with clients. We DO NOT condone any attempt to use Tuteria to perpetuate any form of criminal misdemeanor such as stealing, fraud, sex offences, molestations, kidnappings etc.
* If clients request to re-hire you privately, kindly direct them to book appointments through your profile on Tuteria. This ensures you’re not cheated or struggle to collect payment after lessons.

Tuteria is a trusted community. In order to protect all users, tutors who violate ANY of the above policies – even for once – will be permanently & completely disabled from using Tuteria in anyway. Welcome once again!

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Take Quiz →

**QUIZ FOR AFFIRMATION**

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## Quiz

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1: What is the relationship between tutors and Tuteria?



Tutors are volunteers working with Tuteria



Tutors are independent, but use Tuteria to get tutoring opportunities and process payments. They’re fully in control of accepting and tutoring their clients



Tutors are employees working for Tuteria

2: How do you create subjects?



You need to have a valid teacher’s license or be a professional instructor before you can create subjects



For most subjects, you’ll have to pass a short multiple-choice test and describe your experience and price. You can create as many subjects as you can teach.



You cannot tutor on Tuteria without experience. You must have some years of teaching experience.

3: Which of these will NOT lead to permanent removal from the Tuteria Community?



Accepting payments directly from clients



Supplying any form of personal information on subject or profile descriptions or supplying false information to the system



Attempting to bypass the platform and continue dealing with clients privately instead of through Tuteria



Following the rules and providing a great experience for all your clients

4: How do tutors receive payments for lessons?



Tutors are allowed to collect payment from clients directly on behalf of Tuteria, and tutors keep 100% of earnings



Clients make payments after the class has been taught, not while booking the appointments. So a tutor can receive a booking that has not been paid for



All payments are processed by Tuteria, and tutors receive between 70%-75%. Earnings are available after client confirms lesson or 24 hours after tutor submits lesson. Tutors set their prices

5: How can you ensure that Tuteria helps you get more client and earn more incomes?



By paying Tuteria to promote your subjects and profile in search results



By offering low-quality tutoring and not bothering about client reviews and feedback



By offering very high quality tutoring, exceptional customer service, getting high ratings and ensuring clients continue to hire you through Tuteria

**AFTER TEST IS COMPLETED AND PASSED**

## Thanks Collins!

We'll review your application shortly and respond within 48 hours to let you know if your application has been approved so we can get you started!

#### I've confirmed my email, what next?

1. If your application is approved, you must return to the site to add the subjects you want to teach, and set your prices. You can teach any number of subjects with your profile, but you need to pass the test for each subject.
2. Please note you that must verify your identity before you can create subjects. Verified IDs help clients feel safe to hire you.
3. Keep in touch on social media! We'll share new tutoring opportunities in your area, and you can talk to us directly from there.

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