



RD Homeschool LTD Online Tuition Termination Policy 2025 - 2026

At RD Homeschool LTD, we aim to provide high-quality online tuition and support to all our students. However, we recognise that circumstances may arise that require the termination of our services. This policy outlines the terms and conditions for the termination of online tuition services.

1. Voluntary Termination by the Student or Parent/Guardian

- Notice Period: If a student or parent/guardian wishes to terminate the tuition services, they must provide at least two weeks' written notice. This allows for an orderly conclusion of the tutoring sessions.
- Refunds: Any prepaid sessions that occur after the notice period will be refunded. Refunds will be processed within 14 business days from the effective termination date.
- Final Sessions: During the notice period, the student is encouraged to attend all remaining sessions to ensure a smooth transition and closure of the tuition programme.

2. Termination by RD Homeschool LTD

- Non-Payment of Fees: RD Homeschool LTD reserves the right to terminate tuition services if payment is not received according to the agreed schedule. A reminder will be issued, and if payment is not made within seven days, services will be suspended until the outstanding balance is cleared.
- Behavioural Issues: RD Homeschool LTD may terminate services if a student exhibits disruptive, disrespectful, or inappropriate behaviour that hinders the learning environment or safety of others. A warning will be issued first, and if the behaviour continues, services will be terminated.
- Lack of Attendance: If a student consistently fails to attend scheduled sessions without valid reasons or prior notice, RD Homeschool LTD may terminate the tuition services. Efforts will be made to contact the student and parent/guardian to resolve attendance issues before termination.

3. Mutual Agreement

- Termination by Mutual Consent: In certain cases, both RD Homeschool LTD and the student/parent/guardian may agree to terminate the tuition services. This can occur if it is determined that the tutoring arrangement is no longer beneficial or suitable for the student.

4. Procedure for Termination

- Written Notice: All termination requests must be submitted in writing via email to termination@rdhomeschool.com. The notice should include the reason for termination and the preferred termination date.
- Confirmation: Upon receiving the termination request, RD Homeschool LTD will acknowledge the request in writing and confirm the termination date.
- Final Invoice: A final invoice will be issued, detailing any outstanding fees or refunds due. Payment of any outstanding balance is required within 14 business days.

5. Data Protection



- Retention of Records: RD Homeschool LTD will retain student records for a period of one year following termination, after which all personal data will be securely deleted in accordance with our data protection policy.
- Access to Records: Students and parents/guardians may request access to their records within this period by contacting RD Homeschool LTD.

6. Reinstatement

- Request for Reinstatement: If a student wishes to resume tuition services after termination, a written request must be submitted. Reinstatement will be subject to availability and the reasons for the initial termination.

Thank you for your understanding and cooperation. If you have any questions or require further clarification, please do not hesitate to contact us at contact@rdhomeschool.com.