

## Fluentintuition Ltd - Proposal

### Course Proposal :

**Start Date:**

### Course Proposal:

Following our consultation and assessment, in dealing with your training your training needs Fluentintuition Ltd will provide you with a Course Proposal containing the following:

- Learner profile
- Course aims and intended learner outcomes
- Course schedule: agreed trainer(s), venue, start date and subsequent dates, times
- Review date/progress report
- Charges: a fixed calculation of programme of sessions detailing number of sessions/ Guided learning hours /rate
- Client care & terms of business
- Acceptance slip

### Learner Profile:

### Aims & Intended Outcomes:

### Proposed Schedule:

This is the Schedule referred to in the Terms of Business attached below.  
This Schedule forms part of the agreement between fluentintuition Ltd and the client.  
This is an important document. Please keep it in a safe place for future reference

**Language Trainer:**

**Day-time:**

**Venue:**

**FI contact:** 01483 768500/ 07912 420035 (Nikki Oliver Pentucci)

**Trainer contact:**

**Client contact:**

|         |  |         |  |
|---------|--|---------|--|
| Week 1  |  | Week 13 |  |
| Week 2  |  | Week 14 |  |
| Week 3  |  | Week 15 |  |
| Week 4  |  | Week 16 |  |
| Week 5  |  | Week 17 |  |
| Week 6  |  | Week 18 |  |
| Week 7  |  | Week 19 |  |
| Week 8  |  | Week 20 |  |
| Week 9  |  | Week 21 |  |
| Week 10 |  | Week 22 |  |
| Week 11 |  | Week 23 |  |
| Week 12 |  | Week 24 |  |

**Review Date(s):**

**Progress Report(s):**

| <b>Charges</b>               |  |     |     |
|------------------------------|--|-----|-----|
| <b>Sessions</b>              | glh x week                               | glh | Fee |
| <b>Guided learning hours</b> | guided learning hours @<br>Tot.rate /glh |     | £   |

### **Client Care & Terms Of Business**

***Please keep it in a safe place for future reference.***

#### **1. General Matters**

These terms constitute our agreement to provide language training services, unless otherwise agreed in writing by us. The agreement will continue until you/we end it or you/we supersede it, you end your instructions, or you/we end it otherwise.

Attached to these terms is a schedule ("*the Schedule*") that contains details specific to your training. The Schedule forms part of these terms.

If we agree additional and/or revised terms, these will be set out separately in writing by letter, quotation, or revised schedule. If there is any conflict between these standard terms of business and the additional and/or revised terms, the later terms will prevail. We reserve the right to alter the terms of this agreement because of legislative or other changes. We will notify you of the amendments in writing.

This agreement shall be subject to the laws of England and you agree to submit to the exclusive jurisdiction of the Courts of England and Wales.

|                                     |   |  |  |
|-------------------------------------|---|--|--|
| <b>Responsible Person</b>           | Nikki Oliver Pentucci<br>01483 768500   |  |  |
| <b>Invoicing</b>                    | At contract commencement.   |  |  |
| <b>Billing</b>                      | The amount due is payable in full.  |  |  |
| <b>Payment</b>                      | You can settle your bill by payment in cash, cheque or direct funds transfer into the firm's Client Account detailed on your invoice.           |  |  |
| <b>VAT</b>                          | No Vat is payable.  |  |  |
| <b>Materials/Course texts</b>       | Course materials produced by Fluentintuition Ltd are included in the fee. The cost of externally sourced course books or materials is excluded. |  |  |
| <b>Exams</b>                        | The cost of all exam fees/ accreditation/certificates are excluded.   |  |  |
| <b>Travel</b>                       | Training can be arranged at the client's premises. Travel costs and subsistence to be agreed.   |  |  |
| <b>Accommodation/ Foreign trips</b> | Costs of training, travel, subsistence, expenses and accommodation for overnight and foreign trips to be agreed.                                |  |  |

|   |  |  |  |
|---|--|--|--|
| <b>Refreshments/<br/>meals for clients</b>                      | FI premises only: hot and cold refreshments are included in the course fee. Unless expressly stated in the course description, meals are not included.   |  |  |
| <b>Go-Chinese<br/>platform<br/>( Mandarin<br/>courses only)</b> | Award-winning web-based platform available at optional annual subscription of £35 per learner.   |  |  |
| <b>Cancellation</b>   | Every attempt will be made to reschedule missed sessions - by common accord, however sessions cancelled without 24hrs prior notice will be charged in full.  |  |  |
| <b>Refunds</b>  | Refunds will not be given except in exceptional circumstances and only at the discretion of the Director. The Director's decision is final.  |  |  |
| <b>Trainer absence</b>  | In the event the trainer is unable to attend the session due to illness or force majeure every attempt will be made to advise the client in good time wherever possible. Rescheduling of the session will be by mutual agreement.  |  |  |
| <b>Late Payment</b>   | Payment is due on acceptance of the Proposed Schedule unless otherwise agreed. If we agree additional and/or revised terms, these will be set out separately in writing by letter, quotation, or revised schedule. Fluentintuition Ltd will charge interest on the bill at 4% above the Royal Bank of Scotland base rate from the date on which the bill is due if you do not pay your bill within this time. Fluentintuition Ltd will charge interest on a daily basis. |  |  |

Please complete the acceptance slip, sign and return with your payment to Fluentintuition Ltd at the address listed below.

If you have any queries regarding the proposal, schedule, terms or payment, please contact:

Nikki Oliver Pentucci  
[Nikki.op@fluentintuition.co.uk](mailto:Nikki.op@fluentintuition.co.uk)  
 01483 768500 or 07912 420035

Thank you.

[www.fluentintuition.co.uk](http://www.fluentintuition.co.uk)

**Fluentintuition Ltd.**  
Fielding House  
41 Chobham Road  
Woking  
Surrey  
GU21 6JD

Our ref:

I hereby acknowledge receipt of Fluentintuition Ltd's Proposal detailing the schedule, terms of business and my agreement hereto.

I enclose:

- CASH
- CHEQUE no. ....
- BANK TRANSFER

PLEASE MAKE CHEQUES PAYABLE TO: FLUENTINTUITION LTD  
TRANSFERS TO FLUENTINTUITION LTD A/C NO. 60119857 SORT CODE 20-97-58

Signed on behalf of ..... Ltd.....

By: ..... Position.....

Date: .....

[www.fluentintuition.co.uk](http://www.fluentintuition.co.uk)