



UNILLECT LTD. TUTOR'S TERMS & CONDITIONS

EFFECTIVE DATE: 22 AUGUST 2025 | VERSION: 1.0

GOVERNING LAW & JURISDICTION: ENGLAND & WALES

WEBSITE: [HTTPS://UNILLECT.COM](https://unillect.com) | TEACHWORKS: [HTTPS://UNILLECT.TEACHWORKS.COM](https://unillect.teachworks.com)

NOTICES & SUPPORT: [INFO@UNILLECT.COM](mailto:info@unillect.com)

By ticking the box and providing signature in our signup/purchase form, you agree to these Terms & Conditions. Keep a copy for your records.

KEY TERMS — SUMMARY

- Online-only delivery. All lessons are scheduled and recorded administratively in Teachworks. No in-person teaching without our prior written approval.
- UK time applies. Teachworks' UK-time calendar is the system of record for scheduling, attendance, cancellations, payout eligibility and audit.
- Statuses drive pay. After each lesson, update status immediately on Teachworks: Scheduled → Attended / Cancelled / Missed.
- Availability. Keep Profile > Availability up to date. Use Calendar > Add Unavailability for one-off blocks to prevent booking when you're unavailable.
- Scheduling flow. We connect you and the student (and a WhatsApp group). Students request lessons within your published Availability. You accept from Calendar > Lesson Requests via the Respond button.
- Meeting link. Paste the live link (Meet/Zoom/Teams) into the Teachworks "Comments" field on scheduling so it appears in the student's email (you may also post in WhatsApp).
- Independent contractor. You are not an employee/worker/agent. You handle your own tax/NI/filings and insurance.
- Right to work. You must hold valid UK right to work and evidence this on request.
- DBS. We strongly advise an Enhanced DBS. Not a blanket requirement; however, where law, safeguarding, or a client requires it, you must hold one before teaching.
- On-time duty. If you join >15 minutes late for reasons within your control, we may cancel with no pay and record a Late Strike.
- 24-hour rules (UK time):
 - Student-initiated: outside 24h—free reschedule; inside 24h—if same-day reschedule is not possible, the lesson is chargeable and marked Missed.
 - Tutor-initiated: outside 24h—allowed; inside 24h—50% pay (one verbal warning may be given before enforcement).
- First-lesson refund. If a student requests a refund of their first lesson, we refund in full; no payment to you for that lesson.
- Pay & invoices. Rate is the figure we agreed with you in writing (WhatsApp/Teachworks) and recorded in Teachworks. Weekly cycle; send invoices to info@unillect.com. Offsets may apply for confirmed refunds/credits due to tutor fault.
- Non-solicitation. 12 months post last Unillect-facilitated lesson, do not work with our introduced students off-platform. Liquidated damages: £1,000 or 30% of the total fees paid by that student in the previous 12 months (whichever is higher).
- Strikes & ban. Three (3) strikes in any rolling 90 days, or serious misconduct/safeguarding flags, may lead to suspension or permanent ban.
- Data/GDPR & safeguarding. Use student data only for tutoring via Teachworks, keep it secure, and follow UK safeguarding law and our policies.
- Acceptance. By ticking the acceptance box in Teachworks, you agree to these T&Cs.

NUMBERED TERMS

1. Definitions

"Tutor", "you" means the individual providing lessons via Teachworks. "Student" includes any learner introduced by Unillect. "Lesson" means a scheduled online session in Teachworks. "Attended", "Cancelled", and "Missed" are Teachworks statuses. "Availability" means the times you publish in Profile > Availability. "UK time" means the time zone used by Teachworks for Unillect's tenant.

2. Scope & Delivery Model (Online-Only)

2.1 All lessons occur online and are scheduled, delivered, and recorded administratively via Teachworks.

2.2 In-person teaching is prohibited without our prior written approval.

2.3 Teachworks (set to UK time) is the system of record for scheduling, attendance, cancellations, payout eligibility and audit.

3. Status & Taxes (Independent Contractor)

3.1 You engage as an independent contractor. Nothing creates employee, worker, agency, partnership or joint venture status.

3.2 You are responsible for your own tax, NI and filings. No holiday pay, sick pay, pension or other employment benefits accrue.

4. Right to Work

4.1 You must hold and maintain a valid UK right to work and provide evidence on request. We may suspend access if evidence is not provided when requested.



5. **DBS & Safeguarding**
 - 5.1 Enhanced DBS: strongly advised. Not a blanket requirement for platform access.
 - 5.2 Where required by law, safeguarding standards, school/parent policy or specific assignment, you must obtain and maintain an Enhanced DBS before teaching and provide evidence on request.
 - 5.3 You must comply with UK safeguarding law and Unillect's safeguarding policy, maintain professional boundaries and report safeguarding concerns within 24 hours to info@unillect.com.
 - 5.4 We may suspend or remove you from specific assignments or the platform if safeguarding requirements are not met.
6. **Professional Conduct & Online Safety**
 - 6.1 Be prepared, respectful, and professional; no harassment, discrimination, or profanity.
 - 6.2 Maintain a quiet, private, well-lit setting, with notifications off and professional dress.
 - 6.3 No lesson recording without our prior written consent and, where relevant, the student/guardian's consent.
 - 6.4 You are responsible for your conduct, content quality and duty of care during lessons.
7. **Teachworks Operational Requirements**
 - 7.1 Account setup: accept the Teachworks invite; keep profile data (including Availability) accurate.
 - 7.2 Availability: publish regular hours in Profile > Availability and add non-repeating blocks via Calendar > Add Unavailability to prevent unwanted requests.
 - 7.3 Scheduling: once a student is assigned, we connect you and the student (and create a WhatsApp group). Students request within your published Availability. You accept/confirm via Calendar > Lesson Requests using Respond.
 - 7.4 Meeting link: paste the live Meet/Zoom/Teams link into the Teachworks "Comments" field on scheduling so it appears in the student's email; you may also share it in WhatsApp.
 - 7.5 Attendance & completion: immediately after each lesson, change status from Scheduled → Attended to allocate pay. Use Scheduled → Cancelled for student cancellations ≥24h before start. Use Scheduled → Missed for student no-shows or cancellations <24h where same-day reschedule cannot be arranged.
 - 7.6 Record keeping: Teachworks entries (timestamps, status changes, comments) are authoritative for service delivery and pay.
8. **Punctuality (On-Time Duty)**
 - 8.1 You must join on time. If your join time is >15 minutes late for reasons within your control, we may cancel the lesson, no payment is due, and a Late Strike is recorded.
9. **Cancellations & Rescheduling (UK Time)**
 - 9.1 Student-initiated:
 - (a) Outside 24h: free reschedule or change (status = Cancelled). No tutor payment for the cancelled slot.
 - (b) Inside 24h: if a same-day reschedule cannot be arranged, the lesson is chargeable and marked Missed; tutor is paid 100% for the missed slot.
 - 9.2 Tutor-initiated:
 - (a) Outside 24h: permitted; no payment for the cancelled slot.
 - (b) Inside 24h: paid at 50% (a "Cancellation Strike" recorded). Unillect may issue one verbal warning before enforcing the 50% rule; after the warning, the 50% rule applies to subsequent <24h tutor cancellations within the same rolling 90-day period.
 - 9.3 First-lesson refund: if a student requests a refund of their first lesson, Unillect refunds in full; no payment is made to you for that lesson regardless of status.
10. **Payment, Rates, Invoicing & Offsets**
 - 10.1 Rate: the price we pay you is the rate agreed with you in writing (e.g., WhatsApp/Teachworks) and recorded in Teachworks for the relevant student/lesson.
 - 10.2 Cycle: weekly. You must send a valid invoice to info@unillect.com for lessons marked Attended (and for Missed lessons payable under clause 9.1(b)).
 - 10.3 Timing: payment is made within 7 calendar days of receipt of a valid invoice and verification against Teachworks.
 - 10.4 No-pay scenarios: no payment if a lesson cannot proceed due to your fault (e.g., lateness under clause 8, unpreparedness, preventable tech failure, or policy breach).
 - 10.5 Offsets: confirmed refunds/credits attributable to your fault may be set off against your payouts.
 - 10.6 Expenses: not reimbursed unless expressly pre-approved in writing.
11. **Responsibility During Lessons; Indemnity**
 - 11.1 You are fully responsible for your conduct, content, and duty of care during lessons.
 - 11.2 You shall indemnify Unillect against third-party claims, losses, or damages arising from your acts/omissions, negligence, breaches, misconduct, or unlawful acts.
12. **Technology & Data Security**
 - 12.1 Maintain stable internet, working audio/video, updated software, and a secure device and workspace.



12.2 Do not share login credentials.

12.3 Report any suspected data/privacy incident to info@unillect.com immediately and in any event within 24 hours.

13. Confidentiality & UK GDPR

13.1 Use student and Unillect data only for delivering lessons via Teachworks. Keep such data confidential and secure.

13.2 Comply with UK GDPR and Unillect's Privacy and Safeguarding policies.

13.3 Upon request or termination, delete or return Unillect/student personal data (unless retention is legally required).

14. Materials & Intellectual Property

14.1 Your pre-existing materials and IP remain yours.

14.2 Materials you create for lessons grant Unillect a perpetual, worldwide, royalty-free licence to use, adapt, and share with students for educational purposes.

15. Non-Solicitation (Platform Integrity)

15.1 For 12 months after the last Unillect-facilitated lesson with any student introduced by Unillect, you must not solicit, accept, or provide paid services to that student outside Unillect/Teachworks without our written consent.

15.2 Liquidated damages: £1,000 or 30% of the total fees paid by that student in the previous 12 months (whichever is higher), without prejudice to other remedies.

16. Insurance (Recommended)

16.1 Professional indemnity and public liability insurance are strongly recommended. You are responsible for your own insurance arrangements.

17. Quality Assurance & Monitoring

17.1 We may review lessons, feedback and Teachworks logs for quality. Repeated poor feedback, reliability issues, or policy breaches may trigger remediation, suspension, or removal.

18. Strikes, Discipline & Ban Policy

18.1 Strikes: (a) Late Strike—clause 8; (b) Cancellation Strike—clause 9.2(b); and (c) Policy Strike—material breach of these T&Cs or applicable policies.

18.2 Thresholds: three (3) strikes within any rolling 90-day period may result in suspension and permanent ban from future engagements at Unillect's discretion.

18.3 Serious misconduct (including safeguarding flags, fraud, harassment, or data breach) permits immediate removal and ban.

19. Compliance

19.1 You must follow applicable law and Unillect policies incorporated by reference (Safeguarding, Privacy, Code of Conduct, Acceptable Use, Online Safety). We will provide or signpost these policies on request to info@unillect.com.

20. Audit & Verification

20.1 We may verify your identity, right-to-work, DBS (where required), and insurance at any time. Failure to cooperate may result in suspension.

21. Term, Suspension & Termination

21.1 Access continues until suspended or terminated under this clause.

21.2 We may suspend or terminate immediately for cause, including safeguarding concerns, fraud, DBS requirements not met for a given assignment, repeated poor conduct, or material breach.

21.3 We may terminate for convenience on 7 days' notice.

22. Force Majeure

22.1 Neither party is liable for delay or failure caused by events beyond reasonable control (including outages of third-party platforms), provided reasonable mitigation is taken.

23. Changes to these T&Cs

23.1 We may update these T&Cs. Material changes will be communicated via Teachworks notice and/or email. Continued use of Teachworks after notice constitutes acceptance.

24. Liability & Disclaimers

24.1 Unillect is not liable for your acts or omissions.

24.2 The platform is provided "as available"; we use reasonable efforts to maintain uptime but do not guarantee uninterrupted access.

24.3 Nothing excludes liability that cannot be excluded by law. Your statutory rights are unaffected.



25. Notices & Contact

25.1 We may serve notices via Teachworks notifications and email to the addresses in Teachworks profiles. You may contact us at info@unillect.com.

26. Governing Law & Jurisdiction

26.1 These T&Cs are governed by the laws of England & Wales. The courts of England & Wales have exclusive jurisdiction.

TUTOR CODE OF CONDUCT (ONBOARDING VERSION)

- Deliver online-only lessons via Teachworks; no in-person sessions without written approval.
- Keep Profile > Availability accurate; add one-off unavailability in Calendar > Add Unavailability.
- Accept booking requests via Calendar > Lesson Requests > Respond.
- Paste the live meeting link in the Teachworks “Comments” field at scheduling; you may also share it in the WhatsApp group.
- Join on time. Joining >15 minutes late (your fault) = no pay + Late Strike.
- Mark status immediately after each lesson: Attended / Cancelled / Missed.
- Cancellations (UK time): Student outside 24h—free reschedule; inside 24h and not rescheduled same-day—chargeable (Missed) and you are paid. Tutor inside 24h—50% pay + Cancellation Strike (one verbal warning may be given before enforcement).
- First-lesson refund: if requested by the student, we refund in full and you are not paid for that first lesson.
- Keep a professional environment: quiet, private, well-lit; dress appropriately; no profanity, harassment or discrimination; no recording without prior written consent.
- Safeguarding & data: follow safeguarding law and our policies; use student data only for lessons; report issues to info@unillect.com within 24 hours.
- Platform integrity: do not take Unillect-introduced students off-platform for 12 months after the last lesson; liquidated damages apply.
- Professionalism: stable internet and working audio/video; do not share logins; keep software updated.
- Communication: use the WhatsApp group professionally; keep conversations relevant and respectful.

TEACHWORKS ONBOARDING CHECKLIST (TUTORS MUST COMPLETE)

1. Accept your Teachworks invite and complete your profile (legal name, contact details).
2. Set your regular hours in Profile > Availability.
3. Add any known one-off unavailability in Calendar > Add Unavailability (UK time).
4. Confirm you understand that Teachworks’ UK-time calendar is the system of record for scheduling, attendance, cancellations and pay.
5. For each scheduled lesson, paste the live meeting link (Meet/Zoom/Teams) into the Teachworks “Comments” field at the time of scheduling.
6. Join the WhatsApp group we create for you and the student; follow professional etiquette (no off-platform solicitation; relevant, respectful communication only).
7. After each lesson, update the status immediately: Scheduled → Attended / Cancelled / Missed.
8. Read the Safeguarding and Privacy policies and confirm you will report safeguarding or data concerns to info@unillect.com within 24 hours.
9. Confirm your UK right to work is valid and that you can evidence it on request; if a specific assignment requires Enhanced DBS, confirm you will provide it before teaching.
10. Send weekly invoices to info@unillect.com for Attended and payable Missed lessons; ensure your agreed rate matches the rate recorded in Teachworks.

— End of Unillect Tutor’s Terms & Conditions, Code of Conduct, and Checklist —