



SUNFLOWER TUTORIAL SERVICES

33, Halaman Bukit Gambir 9, Sunway Bukit Gambir, 11700 Gelugor, Penang

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PHOTO

TUTOR REGISTRATION FORM

PERSONAL PARTICULARS

NAME _____

DATE OF BIRTH _____ RACE _____

SEX _____ RELIGION _____

AGE _____ NATIONALITY _____

NRIC NUMBER (NEW) _____

MARITAL STATUS _____

ADDRESS _____

TELEPHONE NUMBERS: -

HOME _____

OFFICE _____

MOBILE _____

LANGUAGES: -

SPOKEN _____

WRITTEN _____

ACADEMIC QUALIFICATION

HIGHEST QUALIFICATION _____

FROM WHICH INSTITUTION _____

OTHER QUALIFICATION _____

TEACHING EXPERIENCE (NUMBER OF YEARS)

PRESENT EMPLOYMENT

NAME OF SCHOOL / COMPANY _____

POSITION _____

IF CURRENTLY IN TEACHING PROFESSION, STATE SUBJECTS BEING TAUGHT:

AVAILABILITY – SUBJECTS PREFERRED

PRIMARY _____

LOWER SECONDARY _____

HIGHER SECONDARY _____

FORM SIX _____

O LEVELS _____

A LEVELS _____

COLLEGE / DIPLOMA _____

OTHERS _____

PREFERRED AREA OF TUTORING (LOCATIONS)

PREFERRED TUITION SLOTS (PLEASE TICK)

	MORNING	AFTERNOON	NIGHT
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
SATURDAY			
SUNDAY			

REFEREES

1. Name _____ 2. Name _____

Company _____ Company _____

Tel _____ Tel _____

Relationship _____ Relationship _____

AGREEMENT

Sunflower Tutorial Services hereinafter referred as STS do hereby lay the terms and conditions for the tutors associated with it's home tuition services, whereby both parties agree as follows: -

1. All tutors shall be responsible in adhering to duties assigned by the STS Management to their best capacity.
2. The Management shall not be liable for any wrong doings of tutor or parent/student. The Management reserves the right to discontinue any tutor's services and terminate this agreement should there be any discrepancies found.
3. The Management must be notified of any changes or additional charges in the tuition services during the first month of tutoring, or as long as commission is payable.
4. Registration fee is RM50.00 renewable annually and non-transferable.
5. 50% of the registration fees is refundable any time in the one year duration should the STS Management fail to provide the tutor with agreeable home tuition contracts.
6. Tutor to attend ETC (Excellent Tutor Certification) Training Program which is conducted quarterly. The first ETC upon registration is compulsory for non-school teachers and encouraged for all members. Tutors who attend ETC will be awarded Certificate of Attendance and issued an Excellent Card which is valid for a year. This card carries a 24 hours Personal Accident (PA) Insurance Coverage and Hospital Benefits for a year.
7. Terms of commission payable to STS Management: -
 - a) 50% of the total fees agreed for the first month of every student.
 - b) 15% of the total fees agreed for cases that stop after one month of tuition.
 - c) 25% of the total fees agreed for the first month of cases that stop after two months of tuition.
 - d) 35% of the total fees agreed for the first month of cases that stop after three months on tuition.
 - e) For special request assignments, the commission payable is on a case-by-case basis and agreed upon by both STS Management and Tutor prior to tuition confirmation.

I agree that all my personal particulars given above are true and accurate, and allow these particulars to be included in STS computer database. I will notify the STS Management of any changes from time to time should there be any. I have never been convicted of a criminal offence, nor any criminal prosecution pending against me at the moment.

I _____ holder of NRIC number _____
hereby agree to the terms and conditions described above.

(TUTOR)

(MANAGEMENT)

FOR OFFICIAL USE

Recommended By _____

Date _____

Registration Fees _____

Note _____