

- 1- Every tutors/teachers has to complete the registration process i.e., Submission of document (CV and CNIC copy) & Registration fees.
- 2- Registration fees is 1500/= PRK for 1-year membership, Registration fees are non-refundable, & academy will provide you any tuition or recommend any vacancy as per the tutor's qualification, experience, and location. Academy will charge 50% commission on every tuition/vacancy of 1st month fees.
- 3- 24 hours' time duration required for completion of your registration procedure.
- 4- For every tuition first month's fees will be collected by the academy representative. And pay the tutor after one week and after a deduction of 50% commission from the academy
- 5- First-month commissions are mandatory to pay to the academy at any condition and are never forgivable.
- 6- It's the right of the academy to provide any vacancy to any tutors, tutors are not allowed to force on any decision of the academy
- 7- Academy will provide the tuition/vacancy details to the tutor, it is the responsibility of tutor to finalize the tuition with his/her full effort and good conduct.
- 8- Tutors are responsible to discuss all clients/parents dealing with the academy and follow the instructions of the academy.
- 9- Tutors are strictly prohibited to discuss the commission charges, registration charges, or any other transactional detail with clients, Parents, or any other tutors.
- 10- First month commission percentages could be greater than 50% and depend upon the monthly pay, duration of continuation, or other factors.
- 11- If the tutor will collected the first month's payment then, he/she will be responsible to pay the first month's commission to the academy.
- 12- In case of any fraud, misleading, abusing, or misbehaving, the teacher's registration will canceled; also the academy reserves the right to take disciplinary action against the teacher.
- 13- Tutors are not allowed to contact with other tutors through whatsapp group for any purpose. If found registration may be cancel.
- 14- Tutors are prohibited to pass any information regarding tuitions, vacancies or any other information of the academy with parents, client, tutor or any other, if found in passing confidential information to any third party will be immediately fired without any refund.

15- The tutor is bound to keep us updated on the progress of the tuitions, especially those tuitions that are still in progress, a quick response by the tutor before finalizing the tuition will be highly appreciated.

16- Teachers are strictly advised that before applying/request on any tuition/vacancy read out the job description properly. Once the client details will share, the tutor will be responsible on that vacancy.

17- Tutors are highly recommended to frequently visiting academy website: <https://hextutors.com/> for latest update and News also for modern teaching strategies read out the blogs present on our website.

18- Excuses, delays, misbehaving, no responding, etc. with clients or academy members will never be acceptable after sharing contact details of any vacancy with the teachers.

19- Too much massaging, calling, or forcing for providing any tuition/vacancy details is not allowed.

20- In case of failure in fulfillment of any tuition/vacancy by a tutor, the academy could block the registration of the tutor without further notice.

21a- At any time academy could demand more documents like a copy of the Utility bill, copy of educational certificates, Experience letter etc. from the tutor for more verification.

22- For any query teachers have to visit the office, meet and discuss with the academic representative, and the final decision should be written on paper for future evidence.

HEX Academy is highly concerned with the safety of our tutors. It is recommended that a tutor should follow all the safety rules during work time. For any accident, disaster, or unwanted scenarios, HEX Academy will not be responsible.

Name and Sign Of tutors:

Date:

HEX TUTORS