

**International Language and Literature Teachers' Consultancy (ILLTC) Fees and Conditions  
Mother Tongue Student Mentoring Consultancy  
(For students commencing autumn 2013)**

<b>Registration Fee</b>	If the student is an ILLTC Language A Literature (SL) Self-Taught Client	<b>£0</b>
	If the student is not an ILLTC Language A Literature (SL) Self-Taught Client	<b>£100</b>
<b>Consultancy Fee</b>	Paid per term	<b>£585</b>
	LIEC and the ILLTC have committed to maintain the same termly consultancy fee over the entire two-year programme. (See Notes 7 and 8)	

**Explanation of fees and conditions:**

1. Computer internet access (Microsoft Word or Google Docs, and a videoconferencing programme such as Skype) are recommended for ease of communication.
2. The fees are based on a notional hourly fee paid to the tutors over 5 terms: 3 in the first year, and 2 in the second year as the IB exams normally begin at the beginning of the 3<sup>rd</sup> term of the second year. LIEC has added a small percentage for administration, but the majority of the fee goes to the teacher. The total consultancy fee of an ILLTC Mother Tongue Student Mentor Consultant for the entire Mother Tongue IB Language A Self-Taught course (5 terms over two academic years) is £2925.00, exclusive of VAT (see Nos. 7 and 8). The ILLTC Student Mentor Consultant normally will be the same teacher that offers the Mother Tongue IB Language A Literature (SL) Self-Taught Consultancy, unless that teacher has indicated he or she is unable to offer the Student Mentoring consultancy.
3. The consultancy is based on an average of one (1) hour per week. This time may be distributed in different ways during the course of the two-year programme. Mentors are asked to log their time and how it is allocated for monitoring purposes. The fee does normally include school holidays, though extra time may be arranged through Langford International Education Consultancy Ltd. Any concerns about the way time is managed should be directed to [mary@langfordiec.com](mailto:mary@langfordiec.com).
4. The Mother Tongue Student Mentoring service may include:
  - a. Liaising with the IBDP Coordinator, EE Coordinator or TOK Coordinator to support students with Extended Essays or TOK work (research, identifying resources) where relevant to or linked to the Language A or aspects of its countries and cultures;
  - b. Supporting the University and Careers Counsellor, student and family with matters arising from the university application and admissions process;
  - c. Serving as an intermediary between the student and the family (or possibly the parent's sponsoring organisation) and the school where language or cultural differences are a concern; If appropriate, the Mother Tongue Student Mentor may also serve as a consultant to the sponsoring organisation on queries or concerns relating to the employee's dependent student's future course of study. The parties with whom the Mother Tongue Student Mentor is authorised to consult will be agreed in writing with the family and, if appropriate, the school before any discussions take place;
  - d. Writing letters of recommendation to accompany university applications, in English or the mother tongue; and
  - e. Some translation or interpreting into the mother tongue language, though extensive need may incur additional costs.
5. The ILLTC Mother Tongue Student Mentor will make a record of any time spent consulting with host school staff or, if appropriate, sponsoring organisation staff or other parties (ie university staff) to ensure efficient communications, transparency and accountability are maintained.
6. Fees are normally invoiced by Langford International Education Consultancy Ltd. to the designated contact (the host school, the family or the sponsoring organisation) for payment by:
 

Northern Hemisphere Academic Year and IB Examinations (May) Calendar:  
September 1, December 1, March 1

Southern Hemisphere Academic Year and IB Examinations (November) Calendar  
February 1, May 1, August 1
7. Bank transfers from abroad should be paid in UKE. Any bank charges incurred for transfer of funds are the responsibility of the client.
8. The ILLTC is a start-up project based in the UK. Should at any time Langford International Education Consultancy Ltd. be required to register for VAT, this 20% tax will be added to the invoices.