



ENROLMENT FORMS – Please return to our office

Student's Name: _____

Age: _____ D.O.B.: _____ Grade: _____

School attending: _____

Mother's Name: _____ Mobile: _____

Father's Name: _____ Mobile: _____

Work Phone: _____ Home Phone: _____

E-mail: _____

Address: _____

_____ Post Code: _____

How did you hear about our centre? _____

Medical information:

Please provide details below if your child has any medical conditions that we need to be aware of. In case of an emergency we will contact you directly but if you are unavailable an ambulance will be called.

Top Class Tutoring deliver lessons throughout a state school term on a weekly basis, appropriate to the needs of your children. We undertake to offer this to the best of our abilities.

There are no contracts and no minimal attendance requirements. However...

- We require that you pay for one full term in advance. We only invoice for the current term.
- There are no refunds, regardless of attendance. We operate to state school term dates.
- It is highly recommended that attendance is on a regular weekly basis.
- A make-up lesson should be arranged as soon as possible in lieu of missing a scheduled lesson.
- It is your responsibility to arrange for a make-up lesson, not the Centre's.
- 48 hours' notice (Mon to Fri) is required if you cannot attend a session. E-mails can take time to respond to. The quickest way to make contact is by phone or text message.
- Signing this document legally binds you to this obligation.

Name: _____ (Parent/Guardian)

Sign: _____ Date: _____

TUTORIAL FEES GST inc.

INITIAL ASSESSMENT:

\$20 per subject – payable at the time of assessment

ANNUAL ADMINISTRATION and CONSUMABLES FEE:

\$20 per subject – due on commencement, and beginning of every year

SMALL GROUP TUITION:

\$75 - per student / 60 minute session

STUDY COMMITMENT IS WEEKLY (in accordance with state school term dates).

*FULL TERM FEES ARE PAID FOR **IN ADVANCE** AT ALL TIMES.*

We only invoice one term at a time, with no lock in contracts.

Please note:

There will be NO ADMITTANCE to tutoring if fees have NOT been paid.

PAYMENT OPTIONS

1. **CASH and CREDIT CARD:** Payable at the centre.
2. **DIRECT DEPOSIT:** Top Class Tutoring
BSB: 084-034 A/C: 433066099

Initialled: _____

GENERAL NOTES:

Students' work:

Materials are held for one term only, and then discarded at the end of a term due to the volume of paper we generate. The best time to view work undertaken is end of term. Parents are welcome to view their children's work and are encouraged to enquire about their progress. We are only a phone call or e-mail away. You are welcome to call anytime to discuss your child's progress, however - *written progress reports are not provided.*

Work undertaken in tutoring:

Top Class Tutoring materials help provide the core conceptual elements needed to improve your child's academic prowess. Although the worksheets follow the National Curriculum closely, we do not start children on what they are studying in school. Rather, we go back to an easy starting point and build on a child's knowledge base from their level of understanding. It is for this reason that we do not encourage school homework with the children in class.

What to bring to a study session:

You are welcome to provide a topic overview for the subject/s your children are receiving tutoring for. This way we are aware of upcoming subject matter and pending exams. All learning materials required for a lesson are provided for students. (This includes both hard and soft copy materials).

No 'on-site' parking, or drop off/pick up:

There is **no** on-site parking or drop off/pick up areas available for vehicles.

The driveway has frequent access during tutoring and cannot be blocked *for any length of time* for any reason.

Breakages and damages:

If there are any breakages or damage to property, work tools, books, computers or any other materials that are not used for their intended purpose; you are responsible for their repair or replacement.

Punctuality and transport arrangements:

Please note that our duty of care for children is within the scheduled appointment times.

All care but no responsibility is assumed for children before or after their lessons.

It is imperative that you are prompt in the drop off and collection of your children.

Failure to collect children on time will result in an after-school care fee of \$1 / minute.

Initialled: _____

Our hours of operation, Monday to Friday are:



Session 1 – 4.00 to 5.00pm

Session 2 – 5.00 to 6.00pm

Missed Lesson Policy:

You are committing to pre-paying and attending one term of tutoring at a time, for a specific appointment. It is not the Centre's responsibility to call and remind you of your scheduled appointment time.

If you cannot make your appointment (sickness, camp etc), we offer the chance to re-schedule a lesson within the same term, providing you inform the Centre with enough advanced notice.

Frequently Asked Questions:

- **What if it is a public holiday?**

The Centre DOES NOT open on public holidays. You will be notified regarding upcoming public holiday closures. When the centre is closed, parents are asked to re-schedule on another day during the term. Our centre will be open and operating as usual on all student free days.

- **What if a child is away on school camp/excursion?**

It is expected that notice be given at least ONE WEEK prior to attending a school trip or excursion. This allows for the scheduling of a make-up lesson to take place.

- **What if a child is away due to illness, sport or other appointments?**

A minimum of 48 hours' notice is required if you are unable to attend your tutoring session. (Mon to Fri). Without sufficient notice, the lesson may be considered forfeit.

If a make-up lesson is provided, it must be re-booked as soon as possible, and completed by end of term.

It is your responsibility to reschedule the lesson – not the Centre's.

If the lesson is not completed by end of term, it is not carried over into the following term.

Don't forget to add:

director@topclasstutoring.au to your email 'safe senders' list.

Initialled: _____

Top Class Tutoring is a proud member of:



Australian
Tutoring
Association