



ENROLMENT APPLICATION FORM

(Strictly Confidential)

Student's Details

Student's name: _____ Subject: _____

Date of birth: _____ Age: _____ Grade: _____ Gender: _____

Preferred Class Time and Day: _____

Does the Student wear spectacles in the Classroom: Yes / No

Parent's Details

Mother's name: _____

Address: _____ Postcode: _____

Home telephone: _____ Mobile: _____

Work telephone: _____ Fax: _____

Email address: _____

Father's name: _____

Address: _____ Postcode: _____

Home telephone: _____ Mobile: _____

Email address: _____

Carer's Details (If Carer Supporting Application).	STUDENT resides with parent/carer/other
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Carer's name: _____	Relationship to child: _____
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Home telephone: _____	Mobile: _____
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Email address: _____	
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STUDENT currently attends (SCHOOL):

TERMS AND CONDITIONS
Effective 1 January 2021

1. New Enrolments

- Enrolment Confirmation will be provided upon receipt of Assessment and Enrolment fees plus Tuition fees for one Term
- A completed and signed Enrolment form must accompany the enrolment fee

2. Enrolment Fee

- An enrolment fee of \$350 is payable at the time of enrolment. This one-off fee covers the preparation of the individualised program and the allocation of teacher and time of class. This fee is non-refundable or transferable

3. Tuition Fees

- Tuition fees are payable at the time of enrolment, with a minimum payment of one Term
- Tuition fees for all subsequent Terms are payable prior to the commencement of the next consecutive Term
- A late payment fee of \$25 will be charged on all overdue accounts
- Tuition fees for newly enrolled pupils commencing after Term starts, are charged pro-rata and are payable at the time of enrolment
- Fees are not refundable or transferable

4. Makeup Classes

- Make up classes are only offered to pupils if 24 hours or more notice is given and/or only if the missed class can be reallocated to another pupil
- Makeup classes will be held during Week 10 or at a time allocated by Enriched Learning.
- A MAXIMUM of TWO lessons can be made up due to student absence.
- ANY absences by tutor will be made up at a mutually agreed time.
- Enriched Learning will undertake to reschedule classes that fall on public holidays

5. Absences

- More than two missed classes without notice results in forfeiting your allocated class. The resumption and allocation of new classes will be at the discretion of management

6. COVID Policy

- It is at management discretion whether students have their temperature taken prior to the start of the lesson. Please avoid disappointment by not bringing sick children.
- Enriched follows the requirement for schools in the event of outbreak/lockdown/government restrictions. Masks may be worn by teachers, but students do not require them. Mask-wearing adults are always welcome.
- Hand sanitizer is provided but please BYO water bottle and pencil case.

7. Allocation of Teachers

- All efforts will be made to ensure continuity of teaching programs with a specific teacher. However, this cannot always be guaranteed. All pupil programs will remain the same, irrespective of the teacher allocated

8. Reports

- Interim reports are provided after 2 consecutive terms for all pupils
- End of year testing and reports are provided for all pupils in conjunction with parent interviews

9. Discontinuation of Program

- Notice of discontinuation of a student's program must be received in writing four (4) weeks prior to the termination of a program. A fee equivalent to 4 weeks' Tuition will be withheld/charged if the required notice is not received
- If a student will not be continuing their program the following term, notice of discontinuation must be received in writing four (4) weeks prior to the termination of the current term, so that exit testing, reports and certificates can be prepared
- If the required notice is not received, exit testing will be provided by appointment only. A fee of \$275 will apply for exit testing, associated reports and certificates

10. Resumption of Program

- Resumption of a program:
 - Within a year of absence - requires completion of a new enrolment application form and payment of a re-enrolment fee of \$175 to update the program
 - After an absence of a year or more - the normal assessment process and cost is incurred

11. Parents/Carers Involvement

- Parents' or carers' involvement in marking and supervision of homework is an essential component of your child's program
- Parents or carers agree to ensure that homework requirements are completed and marked weekly

12. Emergencies/Accidents

- Parents or carers will be notified immediately in the event of any emergency. Permission is given by the parents/carers to secure an ambulance or medical attention deemed necessary by our staff

13. Privacy

- Enriched Learning respects your privacy and that of your child. Assessment and your child's progress is confidential; however, assessment data may be used for research purposes

14. Agreement

- I/we agree to abide by the Terms and Conditions set out above and give permission for my/our child _____ to attend Enriched Learning. I/we accept responsibility for transporting the child to and from Enriched Learning (unless alternative arrangements have been made in writing).

Name: _____

Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____