

Enrolment Form

SECTION A – Details of the Student

Name of Student

Name of Parent / Guardian (Emergency Contact Person 1)

Relationship to student

Contact Phone Number

Address

.....
.....
Postcode

Email

Name Emergency Contact Person 2

Contact Number

Relationship to student

Address

.....
.....

OFFICE USE: SECTION B – Details of Enrolment

Date of enrolment

Session Type and Fees

Discounts Given

Deposit Paid

Weekly Session Time/Day

SECTION C – Enrolment Terms and Conditions - Tutoring Program

1. Fees for the sessions are payable on the day of the tutoring..
2. 20% late fees apply for payments over two (2) weeks overdue.
3. A Deposit of one session is payable at the time of booking. The Deposit is non-refundable. Spots will not be help until this deposit is paid in full.
4. The Student is required to attend their Weekly Session for the Term, unless a session is rearranged for a time that is mutually convenient to both the teacher and the Student- refer to the cancellation policy.
5. The Tutoring Program will continue for the Term. In the case a student is taken out of their tutoring program (by the parent/guardian), 50% of the remaining term's fees are payable within 7 days.
6. Confirmation of registration for the following term is required by the last week of the current term. The deposit (non-refundable) will be used to hold this place.
7. Any weekly session that is cancelled with less than eight (8) hours notice will be billed at the normal tuition fee. When eight (8) hours notice has been given, a 50% cancellation payment is required. Notice of a cancellation must be given via phone call to: 0452296070. Emails are NOT acceptable for cancellations. Only ONE make up session is allowed per term.
8. The Student will be taught within the school curriculum for the Term; however, the Parent / Guardian acknowledges that Growing Einsteins teachers do not complete homework or assignments which are meant to be the Student's own work.
9. The Parent / Guardian acknowledges that Growing Einsteins are not accountable or responsible for the academic success or lack thereof of the Student.
10. The Parent / Guardian accordingly waives any and all claims arising out of enrolment in the Tutoring Program.
11. The Parent / Guardian acknowledges that all materials created by Growing Einsteins and used in-house or distributed to the Student and/or the Parent / Guardian are the copyright of Growing Einsteins] and agrees not to publish or distribute any portion of any materials created by Growing Einsteins.
12. If, in the opinion of any staff member, the Student displays threatening or dangerous behaviour to another student, themselves or any member of staff, the Parent / Guardian will be called immediately and the Student may be asked to leave the Growing Einsteins Program.
13. The Student must be ready to begin tutoring on time and have all required equipment. NO extra time will be given at the end of a session if a student is not prepared/late.
14. Mobile phones and other electronic devices that may cause a distraction are not to be used by students during sessions.
15. The Parent / Guardian acknowledges that it is the responsibility of the Parent / Guardian to inform the Centre Director and / or the teacher of any health concerns/allergies of any kind of the Student prior to the beginning of the first Session.

I, the Parent / Guardian, acknowledge that I have read and understood the Enrolment Terms and Conditions and agree to act in accordance Enrolment Terms and Conditions.

Name: _____ Signature: _____

Date: _____