



# Empowering TUITION

p. Daniel Uzcilas 0406 543 593  
e. [empoweringtuition@gmail.com](mailto:empoweringtuition@gmail.com)  
w. [www.empoweringtuition.com](http://www.empoweringtuition.com)

ENROLMENT FORM
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First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Sex:  MALE  FEMALE Date of Birth: \_\_\_\_\_

Year Level: \_\_\_\_\_ School: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Contact Person(s) \_\_\_\_\_

Home Ph: \_\_\_\_\_ Business Ph: \_\_\_\_\_

Mobile: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

Student's Email: \_\_\_\_\_

Student's Mobile (Optional): \_\_\_\_\_

What are the parent/student goals and expectations for studying at Empowering Tuition: (eg. improve grades, selective school entry; increase motivation/self-esteem; make learning fun)

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Has your child had an I.Q test? Yes  I.Q. \_\_\_\_\_ No

Are you interested in having your child's I.Q tested? (To assist with goal setting)

Yes  No



# Empowering TUITION

<b>FEES</b>
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My child is in  Primary (\$30/session)  Secondary (\$40/session)

### PAYMENT OPTIONS

Lessons will run in accordance with the current school term. Enrolling with Empowering Tuition means a commitment for the duration of the school term. There are on average 10 weeks in a school term.

- E.g for high school group sessions, 10 sessions x \$40 = \$400 for the term

### METHODS OF PAYMENT

Tick your preferred Method of Payment

Direct Deposit  Cheque  Cash

Finally how did you find out about Empowering Tuition?

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## Terms & Conditions

1. Empowering Tuition has public liability insurance to cover students and parents while **inside** the operating classroom at St Vincent's Primary School.
2. It is the parent's and student's responsibility to ensure safe travel to and from afternoon and evening tuition.
3. It is the parent's responsibility to ensure students are picked up promptly at the conclusion of tuition. Tutors will remain onsite for up to 10 minutes after the conclusion of tuition.
4. If for whatever reason your child cannot make tuition that day a courtesy call, at least an hour before the commencement of tuition, would be appreciated.
5. In the case of a missed lesson, students can either have the work emailed to them or a "catch up" lesson can be arranged depending upon availability and demand. However, the "catch up" lesson must be made up within the **same term**, with a maximum of 2 "catch up" lessons per term.
6. In the occurrence of a "catch up" lesson the student may be an addition to the regular numbers of another class.
7. Term fees are due and payable 2 weeks before the completion of each Term.
- 8.
9. **Refund Policy:** If for any reason a student wishes to discontinue with tuition, a refund for the remaining lessons will be provided (in the case of advance payment). However, **2 weeks** advance notice must be given prior to the time of cancellation.
10. **Referral Policy:**
  - a) If a student/parent is able to refer 2 other students to Empowering Tuition, then a \$50 discount will be applied to the next Term's tuition fees.
  - b) In order for this to happen, the "new" student must record the referring student/parent's name when answering the question on the enrolment form: "How did you find out about Empowering Tuition?"
  - c) Further, the 2 "new" students must attend 4 weeks tuition before the discount is applied.
11. **Confidentiality:** All information provided on student backgrounds and performance will be held with the highest level of confidentiality.



# *Empowering*

## TUITION

11. **Family friendly:** The second child at Empowering Tuition receives \$5 off weekly fees (i.e. Primary \$30/hr, Secondary \$35/hr)
12. To ensure maximum benefit and minimum disruption to each lesson it is requested all students arrive a minimum 5 minutes before each lesson.

***I have read, understood and agree to the terms and conditions of Empowering Tuition as outlined above.***

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