

Hello Mandarin Private Tuition Terms and Conditions

1. Private Tuition fees are charged in advance per school term (due in March, June, September and November). Fees are not refundable/transferable under any circumstances.
2. We ask that all changes to dates (i.e. school camps, concerts and sports events) be made on or prior to the first session with a maximum of two absences allowed per term.
3. One sick leave accepted per term when a 24-hour-ahead notification received in writing (e-mail). Other than that if a student misses a lesson through illness or any other reason the usual charge will still apply. The exception for no charge is due to long term illness such as broken bones (parents must notify the centre in writing with doctor's certification).
4. Tuition, once commenced, will continue until notification in writing of its termination is received. Parents/guardians are agreed to provide a written notification two weeks before the end of the term when cancelling the private tuition at Hello Mandarin learning centre. Cancellations receive in writing prior first lesson date will be incur a \$30 administration fee per student. After the first week, all lesson dates will be locked in and any cancellations or non-attendance will not be refunded or credit.
5. It is the responsibility of the parents/guardians to ensure that staff can contact them easily during all sessions.

Hints on taking the pain out of practice:

- ***Establish a regular practice routine (two or three sessions per week). With young children it is usually best to supervise the homework.***
- ***Please make sure that you check your child's class report and feel free to contact teacher by e-mail or phone. It is an easy way to communicate with the teacher and will assist you in making sure that your child complete all the required work instead of just does he/she happens to like best. Please communicate with teacher sooner rather than later if you have any concern with your child's progress, as potential problems can often be avoided with good communication.***

Acceptance of regulations

By signing this form parents will be deemed to have accepted the above terms and conditions.

I give permission for my child (Name) _____ to participate in the activities of the Hello Mandarin Pty Ltd. program. I give my permission to the Centre personnel to take full charge of any emergency in the circumstances all the above. I will not hold the school or any staff members liable in the case of accidents or injuries.

I am lawfully authorized in relation to the Child referred to in this Enrolment form; all information provided in this form is true and correct; I have read, fully understand and agree to comply with all of the policies and procedures detailed in this enrolment form.

Full Name (Parent/Guardian): _____

Signature: _____

Date: _____