

STUDENT DETAILS (To be completed by a parent/guardian)

Student's Family Name:

Student's Given Name:

Date of birth:

Gender: Male / Female

Student's Current School

Student's Current Academic Year.....

Subjects for Tutoring

PARENT/ GUARDIAN INFORMATION

Parent/Guardian's Name.....

Address

Telephone (H)..... (W)..... (M).....

Email: Year 7 and above child's personal email, please.....

Is your child an Aboriginal or Torres Strait Islander student Yes No

Does the student have a disability, medical condition or behavioural disorder which may affect his or her school performance? Yes No

If Yes, what is the nature of the disability?

Please indicate any special arrangements (e.g. wheelchair access) the student may require

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Is your child applying for Selective Entry / Scholarship tests Yes No

If Yes, please furnish details.....

Instructions to parents/students.

Pick up and Drop off:

- All students need to arrive 5 minutes early for the classes and take their seats.
- Families shall pick up and drop off children, strictly at the waiting area.
- While entering / exiting the premises it is strongly recommended to use the steps, holding the railings.
- The families and children should NOT use the driveway ramp for accessing / exiting the class rooms.
- If the students arrive early they shall wait in the waiting lounge as the previous class would still be continuing.
- Students below 10 years of age should be handed over to the teacher in the class room and should never be left unattended . Similarly, these children should be collected by their respective parents from the class room at the end of class.
- The students are advised to wait in the waiting lounge till their parents arrive for pickup.
- Melbourne Tutorials is not liable for any injury caused by the parents'/children's negligence, either to themselves or to other parents or children at the premises of Melbourne Tutorials.

Studies:

- Parents/Guardians are requested to monitor the child's studies by regular supervision.
- Parents/Guardians are requested to ensure the home work is completed every week before the child attends the next class. In case the homework could not be completed due to any unforeseen circumstance, the parent needs to send a written note to the teacher either through email to **melbournetutorials@gmail.com** or in the homework notebook.
- In case a child is absent, due to unavoidable circumstances, the parent/ guardian needs to send an email to **melbournetutorials@gmail.com** requesting for the weekly HW.

Payment of fee

- The full term-fee is payable by the first week of each term. This fee is non-refundable, if the parent decides to withdraw during the ongoing term.
- Late fee of \$5 /day is applicable after the due date unless special arrangements with Melbourne Tutorials have been arrived at.
- Once a student starts attending the classes, her/his place is booked for the entire term and the full-fee for the entire term is payable. This fee is non-refundable.
- If parents/guardian withdraw their child during the ongoing term, the parent/guardian is responsible to pay the full term-fee.

Payment Options (Please circle one) :

Cash

EFTPOS

Internet banking

Bank Details: BSB -063994 Account Number- 10134834 Account Name - Melbourne Tutorials

DECLARATION: I (Parent/Guardian's name) declare that, to the best of my knowledge, that the information provided in this application form is accurate. I fully understand and acknowledge the above instructions and information/guidelines provided in this form and on Melbourne Tutorials website and by signing this form, I agree to follow these instructions, information and guidelines.

Signature of Parent/ Guardian:..... Date

Full Name of the Parent/ Guardian.....