



EXTRA-CURRICULAR PROGRAM TERMS AND CONDITIONS OF TUITION 2022

Regent College students have the opportunity to learn a new skill from suitably qualified and experienced tutors; whether they are continuing to learn or are a beginner. The Extra-Curricular Program is a fantastic way for students develop their skills within a safe and supportive school environment. Students receive weekly tuition that is timetabled after school at the same time each week.

Please consider the following before completing an Expression of Interest (EOI) Form or accepting a position in the Extra-Curricular Program:

1. It is expected that **enrolment is for the whole academic year**. Withdrawals will only be considered at the end of Term 2 for Semester 2. (Fees apply for early withdrawal.)
2. **Time commitment** should be considered before enrolling. Time commitment includes students attending tuition lessons **after school**, and practice of appropriate quality and quantity at home.
3. **Financial Commitment** of tuition fees should be considered.
4. **Absences** from lessons are generally forfeited including when a student is ill. Only tutor absences are required to be credited.

If you have any queries, please do not hesitate to contact the Extra-Curricular Program Coordinator
E: extracurricular@regentcollege.wa.edu.au

1. ENROLMENT

- 1.1 To enrol in the Extra-Curricular Program, families must complete an Expression of Interest (EOI) Form for their child prior to Friday 10th December 2021 to be considered for lessons commencing in Term 1.
- 1.2 All EOI's received are placed on a waiting list and families will be contacted by the Extra-Curricular Program Coordinator should a suitable position be available for their child.
- 1.3 Students are placed in the appropriate class according to availability and to their skills and ability.
- 1.4 Enrolment is offered in Semester blocks. When enrolling your child, you are required to commit for an entire Semester e.g:
 - Semester 1 - Terms 1 & 2
 - Semester 2 - Terms 3 & 4
- 1.5 It is expected that enrolment is for the whole year. There is no need to resubmit an EOI Form each semester.
- 1.6 Previous enrolment in the Extra-Curricular Program does not guarantee continued enrolment for 2022.
- 1.7 Enrolments cannot be transferred to a sibling or other student.

2. FEES

- 2.1 Fees for the Extra-Curricular Program are payable in advance and is due prior to the commencement of each term via Parent Lounge. Payments must not be made directly to the tutor.

2.2 Schedule of Fees:

Fees for weekly lessons are calculated and payable per term and in advance. Lessons are not offered on public holidays and student free days. *N.B. Accounts will not be adjusted for missed lessons.*

Mandarin Program Tuition Fees

Group Lesson (30 minute) is \$20.00 + GST = \$22.00 per lesson

Group Lesson (45 minute) is \$26.00 + GST = \$28.60 per lesson

Chess Program Tuition Fees

Group Lesson (1 hour) is \$15 per session

2.3 Families experiencing financial difficulty should contact the Instrumental Program Coordinator to discuss their situation. Late payment without discussion or notification to the Instrumental Program Coordinator may result in discontinued lessons and cancellation of your child's position.

2.4 All Extra-Curricular Tuition fees are non-refundable, even if a student ceases lessons once the Semester has commenced.

3. WITHDRAWAL FROM EXTRA-CURRICULAR TUITION

3.1 It is anticipated that students entering the Extra-Curricular Program will continue for the duration of the academic year. Learning a new skill requires time and commitment and results are not always immediately observable, therefore; it is recommended that students complete at least two (2) terms before deciding whether to continue or not.

3.2 Withdrawal from the Extra-Curricular Program can only be made at the end of Term 2.

3.3 Either party, tutors or parents; may terminate the enrolment where it is in the best interest of both parties. This will be negotiated on a case-by-case basis between the parent, Extra-Curricular Tutor and the Extra-Curricular Program Coordinator. Tuition fees may still apply.

3.4 To discontinue lessons, parents must complete a Withdrawal Form requesting withdrawal of their child from the Extra-Curricular Program by **Week 8 of Term 2** otherwise the full tuition fee for the following term is payable.

4. LESSON EQUIPMENT

4.1 Students may be required to purchase additional materials. Your child's tutor will notify you if any additional materials are required.

4.2 Students must bring any additional materials to their lesson each week.

4.3 It is expected that students dedicate regular practice at home as directed by the tutor.

5. LESSON TIMETABLE

5.1 Lessons are scheduled on the same day each week unless otherwise advised by the individual tutor.

5.2 Lessons are conducted on school days only during the term. Lessons will not be held on public holidays or student free days.

6. MISSED LESSONS/ABSENCES

6.1 Students who are ill or absent on the day of a lesson will forfeit their lesson, regardless of notification. The tutor is not required to make an alternative lesson time or offer a credit.

6.2 In the case of prolonged illness, some arrangement may be made with the tutor.

6.3 If the tutor is ill, an adjustment to the account will be made in the following term or if this occurs in Term 4, a refund will be provided.

6.4 Families are requested to advise the Extra-Curricular Program Coordinator if their child will be absent from their lesson. Regent College staff have a duty of care to students to ensure they are where they need to be after school, whether it is in After School Supervision or at their lesson.

7. SUPERVISION AFTER SCHOOL

- 7.1 After School Supervision (different from OSHC) will be provided by a Regent College staff member at no additional cost to families for students enrolled in the second Mandarin Lesson (3:40pm or 3:55pm).
- 7.2 Students in Pre-Primary to Year 2 will be collected from class by a Regent College staff member and taken to their lesson or supervision. Students in Years 3-6 should make their way to their Mandarin/Chess Lesson or Supervision immediately after school.

8. STUDENT COLLECTION

- 8.1 Students must be collected immediately after their lesson by a parent or caregiver from the lesson room unless otherwise advised.
- 8.2 Students who have not been collected at the end of their lesson will be taken to Outside School Hours Care (OSHC) by the tutor. OSHC fees will apply.
- 8.3 Students booked into OSHC on their lesson day will be collected from their lesson and taken to OSHC by OSHC staff.

9. COMMUNICATIONS

- 9.1 All communications regarding enrolment (including withdrawals), tuition fees, lesson timetable and missed lessons should be directed to the Extra-Curricular Program Coordinator via E: extracurricular@regentcollege.wa.edu.au
- 9.2 The Mandarin Tutor will provide families with home practice content for students via the Mandarin Class Signal Group set up by the College. Parents should ensure they download the Signal App via their favourite App Store to be added to their child's Mandarin Class Signal Group.