

Hoxton Park Tutoring Centre

Enrolment orientation

STUDENT DETAILS (Print clearly in **BLOCK LETTERS**)

Student First Name	Student Last Name	M F Gender
Date of Birth () () ()	School	
Home Phone	Mobile Phone	Student Email
Address- Number and Street	Current Year	
Address- Suburb and Postcode	Medical Conditions	

PARENT/GUARDIAN DETAILS (Print clearly in **BLOCK LETTERS**)

Legal name of parent/guardian 1	Legal name of parent/guardian 2
Relationship to student	Relationship to student
Mobile Phone	Mobile Phone
Parent/guardian email	Parent/guardian email

SUBJECT SELECTIONS (please tick)

Primary School

Kindergarten English & Math	<input type="checkbox"/>	Handwriting	<input type="checkbox"/>	Bookworms	<input type="checkbox"/>
Year 1-2 English & Math	<input type="checkbox"/>	MatheBrainiacs	<input type="checkbox"/>	Handwriting	<input type="checkbox"/>
Year 3-4 English & Math	<input type="checkbox"/>	MatheBrainiacs	<input type="checkbox"/>	Bookworms	<input type="checkbox"/>
Year 5-6 English & Math	<input type="checkbox"/>	Bookworms	<input type="checkbox"/>	Selective schools and scholarships	<input type="checkbox"/>
NAPLAN Year 2-3	<input type="checkbox"/>	Year 4-5	<input type="checkbox"/>	MatheBrainiacs	<input type="checkbox"/>
				Opportunity Class Placement	<input type="checkbox"/>

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Secondary School

Year 7-8

English Math Math Acceleration Science

Year 9-10

English Math Math Acceleration Science

Year 11

English General Math Math ADV Math ADV & EXT 1

Math ADV & EXT 1 Math EXT 2
(Acceleration for Year 10) *(Acceleration for Year 11)*

Physics Chemistry Biology

Year 12

English General Math Math ADV Math ADV & EXT 1 Math EXT 2

Physics Chemistry Biology

NAPLAN

Year 6-7 Year 8-9

UMAT

Year 12

How did you hear about us? (If referred to by friend please fill below)

Referred by: Full name:

Mobile:

Hoxton Park Tutoring Centre

PARENT AND STUDENT AGREEMENT

1. **Enrolment Fee**
At the time of enrolment, a one off enrolment fee of \$50.00 (GST inclusive) applies
2. **Eligibility**
The Academic staffs reserve the right to request supporting documentation prior to acceptance into accelerated classes.
3. **Attendance**
Students are expected to attend all their weekly Tutorial classes during the scheduled time and day in which they have been enrolled in. The minimum enrolment period is ONE complete term and disenrolments cannot be made during this period, nor will refunds be given under ANY circumstance. Students are not permitted to change scheduled tutorial classes for the duration of the term once their enrolment is completed. Requests for one off class changes will not be accepted.
4. **Behaviour**
Students are expected to be on their best behaviour at all times and must be dressed neatly and appropriately whilst on HPTC premises. HPTC staff reserve the right to call parents and ask for students to leave if they are engaging in disruptive behaviour. Any student that conducts themselves in an anti-social manner towards other students or staff may be suspended from further study at HPT. We reserve the right to cancel a student's enrolment with no refund or credit if inappropriate behaviour persists.
5. **Refund Policy**
No credits or refunds will be provided under any circumstances.
6. **Commitment**
Upon the student enrolling and receiving your invoice, you are required to make full payment for one complete academic term before the first week of that term
7. **Absenteeism**
There is a MAXIMUM of 3 days cancellation per academic year. There is no penalty for cancellation; it will be carried onto the next term.
8. **Personal Information**
All personal details are kept confidential, changes to such information must be provided as soon as possible. Inaccurate or incomplete information being provided intentionally may result in the non-acceptance of an enrolment or cancellation of an existing enrolment.
9. **External Examination Results**
HPTC requests that its students provide school examination and assessment results. HSC results

and photographs by phone, email or online surveys. HPTC reserves the right to publish names, results and photographs for promotional purposes. HPTC will remove these published items at the request of the student or parent.

10. **Declaration**
I hereby, declare that all the information provided to HPTC in this application is true and correct. I understand that the purposeful giving of false, misleading or incomplete information may lead to the refusal of acceptance or cancellation of enrolment. I understand the fees and their structure as explained to me. I understand the cancellation and absenteeism policy. I agree to abide by HPTC rules and regulations while at the centre. I fully understand that HPTC, nor the company and its partners/ staff will ever be personally or any kind liable towards students through injury or any other sort.

X

Student

X

Parent/Guardian 1

X

Parent/Guardian 2