

Citipointe Christian College Academy
Individual Tutoring Registration
2018

This Registration Form is in two parts; the **first two pages should be kept by you, the parent or Guardian**. A parent is entitled at any stage to ask for an update on tutoring progress.

FEES

The fees are broken into two parts, the 1st an Administration Fee and the 2nd is the Tuition Fee.

1. The **Administration Fee**, charged each term, covers all of the administration costs associated with running the Academy.

One tutoring session per week	\$ 77.00
Two or more tutoring sessions per week (this includes family tutoring)	\$127.00

2. The **Tuition Fee** covers payment to tutors and is per student per session unless students share a session.

Teacher (Referred to as a Teacher Tutor)	\$ 55.00
Past Student of CCC now at university (Referred to as a Student Tutor)	\$ 35.00
Tutors with additional non-teaching qualifications, such as a TESOL qualification, or a relevant degree	\$ 45.00

TUTORING LOCATION AND TIMES

Secondary Library, Monday to Friday from 3.30 – 4.30 or 4.30 – 5.30 dependent on tutor availability. (Junior Primary students are tutored in the Primary classrooms).

ACADEMY CALENDAR

Term	Start	End	Comments
1 (22/1/2018)	Week 3	Week 10	Tutoring continues throughout senior exam block
2 (16/4/2018)	Week 1	Week 10	Tutoring continues throughout senior exam block
3 (16/7/2018)	Week 1	Week 10	Tutoring continues throughout senior exam block
4 (8/10/2018)	Week 1	Week 7	Tutoring continues throughout senior exam block Tutoring for year 12's ends in week 5 No tutoring in the last week of term

ACADEMY CONTACT DETAILS

Should you have any queries, need to discuss rescheduling or cancellation of a session or termination of tutoring, please contact Bev Jackson, the Academy Coordinator.

The Academy contact details are:

Mobile: 0432 077 179
Email: cocba@brisbane.coc.edu.au
In writing: Citipointe Christian College Academy, c/o Secondary Student Reception
 322 Wecker Road Carindale Q 4152

TERMS AND CONDITIONS OF TUTORING

Registration for tutoring is valid for the whole year or until notice of termination of tutoring is given.

Tuition fees are billed on a month to month basis to the student's school fee account. Should a student be funded by an external body or through the use of Academic Credits and the cancellation clause below is not being adhered to, the charge for the session will be debited to the student's account and payable by his/her parents.

The **Academy Director reserves the right to withdraw a student** when fees are not paid within 30 days of presentation of a Statement of Account by the Business Office or where a student's attendance is sporadic.

Cancellation of a tutoring session should be for legitimate, carefully considered reasons only.

To cancel a tutoring session:

- Cancellation of a tutoring session must be given by the Parent/Guardian (as Registration is a contract between a Parent/Guardian and the Academy) unless they have granted permission for a student to reschedule/cancel their tutoring sessions directly with the Tutor Coordinator by signing the Authority on Page 4. The student may then advise of any rescheduling or cancellations. Cancellation by a student, without prior parental permission, will not be accepted.
- All cancellations must be provided in writing through an email or text to the Tutor Coordinator on 0432 077 179 or email cocba@brisbane.coc.edu.au or, if given permission, a student can complete the Reschedule/Cancellation Form that is kept with the Daily Role. Please note that cancellations of tutoring are not to be given to the Secondary Library, Secondary Reception or Grace House Reception staff.
- **24 hours' notice is required** unless there is an unexpected illness or event in which case notification must be received before 11.00am on the day of tutoring. **Failure to provide the required notice will result in the full fee being charged.** This also applies if a student is away on a school camp or school approved activity.
- If a student does not arrive at the start time of their tutoring session, a tutor will wait for 10 minutes. If the student has still not arrived, the student will be considered a 'no show' which will result in the tutor being paid and the full fee being charged.

When a tutoring session is shared by two or more students:

- Each student pays the full Administration Fee. The Tuition Fee of the tutor chosen (Teacher/Past Student/ESL) however is shared by the students.
- If one member of the group cancels (regardless of cancellation advice from that student) all students will be charged for the session.
- If all the students in a group session cancel 24 hours prior to a session, then no students will be charged for the session.

To terminate tutoring:

- The Academy must be advised of termination of tutoring in writing via email or text by either a Parent or a Guardian.
- One weeks' notice is required to terminate tutoring. If termination is advised at the end of a term then the notice period is waived.

Timetables of our Student Tutors change between University semesters therefore tutoring times with students may be subject to change. Parents will be notified of any such changes and will be given the option of rescheduling.