

**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 <b>Teacher Tutor</b> )	\$ 55.00
Past Student of CCC now at university (Referred to as a <b>Student Tutor</b> )	\$ 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](mailto: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](mailto: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.

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These 2 pages should be **returned to Secondary Reception for the attention of Mrs Mills** once they have been completed and signed.

**DETAILS OF STUDENT**

Student Name: \_\_\_\_\_ Student phone: (M) \_\_\_\_\_

Gender: \_\_\_\_\_ Year Level: \_\_\_\_\_ Student's preferred email: \_\_\_\_\_

**DETAILS OF PARENT / GUARDIAN**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_

**DETAILS OF ATTENDANCE**

What day/s is the student available?

	Tick (✓) available day/s
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

**DETAILS OF TUTORING REQUIREMENTS**

**NB: If Math tutoring is required for Yr 10 - 12, please state which level of Math eg. Math B**

Subjects for which tutoring is required	Number of tutoring sessions required per subject per week	Would you prefer a Teacher Tutor or a Student Tutor?	Class teacher's name

**DETAILS REGARDING THE AREAS OF FOCUS FOR TUTORING**

Briefly describe why you require tutoring and what you would like the tutor to focus on.

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**ACCEPTANCE OF TERMS AND CONDITIONS BY PARENT/GUARDIAN**

I have read and accept the Terms and Conditions of the Citipointe Christian College Academy. I would like to register \_\_\_\_\_ (student name) in the Citipointe Academy's tutoring program.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PLEASE SIGN HERE IF YOU ARE GIVING A STUDENT PERMISSION TO RESCHEDULE/CANCEL THEIR TUTORING SESSION/S:**

The student has my permission to re-schedule or cancel their tutoring session verbally with the Academy without my written permission. In this case the student must acknowledge acceptance of the Terms and Conditions associated with this contract.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**INTERNATIONAL STUDENTS IN HOMESTAY**

Homestay parents are not permitted to sign forms giving permission for money to be added to parents' school accounts. This form must be emailed to parents for the necessary permission. Tutoring will not start before this permission is received.