

**Citipointe Christian College Academy**  
**Individual Tutoring Registration**  
**2017**

This Registration Form is in two parts; the **first two pages should be kept by you, the parent or homestay parent.**

**FEES**

The fees are broken into **two** parts, the first is an Administration Fee and the second is the Tuition Fee.

1. The **Administration Fee** covers all of the administration costs associated with running the Academy. The Administration Fee is charged at the start of each term and is **per term** irrespective of the week that the student starts tutoring during the term. It is non-refundable.
2. The **Tuition Fee** is paid, through the Academy, to the respective Tutor/Teacher responsible for supplying the lesson. The fee is per session and is per student unless students share an 'Individual' tutor session.

**Administration Fee**

- One tutoring session per week \$ 75.00
- Two or more tutoring sessions per week **per family** \$125.00

**Tuition Fee**

- Teacher (Referred to as a **Teacher Tutor**) \$ 50.00
- Past Student of CCC now at university (Referred to as a **Student Tutor**) \$ 30.00
- English as a Second Language (**ESL Tutor**) Tutor (International College Students) \$ 40.00  
 (This does not include Teachers who tutor ESL, the teachers who tutor ESL are paid at the Teacher Tutor rates.)

**TUTORING TIMES**

Tutoring takes place from Monday to Friday. There are two sessions each day, one at 3.30 - 4.30pm and one from 4.30 - 5.30 pm. When the 3.30pm sessions are taken we will allocate a 4.30pm session. Please understand that we cannot provide the 3.30pm session for every student.

**ACADEMY CALENDAR**

Term	Start	End	Comments
1	Week 3	Week 10	Tutoring continues throughout senior exam block
2	Week 1	Week 10	Tutoring continues throughout senior exam block
3	Week 1	Week 9	Student tutors change their university timetables in second semester so there may be a delay to start time as new timetables are arranged. Tutoring continues throughout senior exam block
4	Week 1	Week 8	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 Tutor Coordinator, via:

- 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  
**Mobile:** 0432 077 179

## TERMS AND CONDITIONS OF TUTORING

- **Registration is valid for a calendar 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 not be 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.
- **To cancel a tutoring session:**
  - **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.**
  - A tutor will wait for 10 minutes from the start time of a tutoring session. If a student does not arrive by that time the session will be considered cancelled with no advice and the student will be charged for the session.
  - As Registration is a contract between a Parent/Guardian and the Academy, advice must be received from the student's Parent/Guardian unless permission is granted by Parent/Guardian for the student to work directly with the Tutor Coordinator.
  - To prevent confusion, **all cancellations must be provided in writing** through an email, text or a letter (see details on Page 1 for the addresses) or, if the student has permission to cancel/reschedule a tutoring session, they should fill in the Tutoring Cancellation/Reschedule Request Sheet that is kept on the Circulation Desk with the daily role.
  - The **Secondary Library / Grace House Reception staff will not accept cancellations** or termination from any students or parents/host parent. This must be given directly to the Tutor Coordinator as mentioned above.
- **When a tutoring session is shared by two or more students:**
  - The Tuition Fee of the tutor chosen (Teacher/Past Student/ESL) 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.
  - However, if all the students in a group session cancel 24 hours prior to a session then no students will be charged for the session.
- The **Academy Director reserves the right to change the session time/s of a student** where 2 consecutive sessions have been missed without a legitimate reason.
- The **Academy Director reserves the right to withdraw a student** where 3 consecutive sessions have been missed without a legitimate reason.
- Tutoring cannot be viewed as an ad hoc process and cancellation of a tutoring session should only be for legitimate reasons such as illness or unavoidable appointments. When assignments are complete there is still a variety of work for students to work on with their tutors.
- A parent is entitled at any stage to ask for an update on tutoring progress.
- 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.
- **To terminate tutoring:**
  - The Academy must be advised in writing via email or text by either a parent or guardian.
  - The Academy requires a two week notice period.

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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: \_\_\_\_\_ or Class (SSPP/PSPP): \_\_\_\_\_

**DETAILS OF PARENT / GUARDIAN**

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

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 e.g. 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? (See definition under 'Fees on Page 1')

**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/HOMESTAY**

I have read and accept the Terms and Conditions of Tutoring. I would like to register

\_\_\_\_\_ (student name)

in the College Academy's tutoring program.

**Signed:**

**Name:** \_\_\_\_\_

**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.

**Signed:**

**Name:** \_\_\_\_\_

**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 submitted to the Homestay Coordinator, who will obtain the necessary permission. Tutoring will not commence before this permission is received.

**International Students in Homestay:**

**Student Declaration**

I \_\_\_\_\_ have contacted my parents by phone/email and have their permission to attend after school tutoring and have the tutoring fees billed to my school account.

\_\_\_\_\_

Verification by Homestay Coordinator

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