

# PRIOR EDUCATION AUSTRALIA

## 2012 ENROLMENT FORM - YEARS 7 TO 11 PROGRAMMES

Please only complete and sign this form and proceed with your child's enrolment if you and your child have read the 2012 Enrolment Contract and Student Agreement and are seriously committed to observing the Terms and Conditions described thereon.

### COURSE DETAILS

Please refer to the relevant 2012 course information leaflet/s.

YEAR  7  8  9  10 ENGLISH

PRELIMINARY ENGLISH STANDARD

One-on-one tuition programme

Preferred one-on-one time .....

Tuition fee.....

(including non-refundable deposit of .....

### YEAR 10 MATHEMATICS ADVANCED

Classes and workshops tuition programme

#### 2012 Bondi Junction class time

Monday 4:30pm to 6:30pm  Saturday 4:00pm to 6:00pm

#### 2012 Chatswood class time

Wednesday 4:30pm to 6:30pm  Saturday 4:00pm to 6:00pm

Preferred workshop time .....

Tuition fee.....

(including non-refundable deposit of .....

### PRELIMINARY MATHEMATICS ADVANCED

Classes and workshops tuition programme

#### 2012 Bondi Junction class time

Sunday 4:00pm to 6:30pm

#### 2012 Chatswood class time

Sunday 4:00pm to 6:30pm

Preferred workshop time .....

Tuition fee.....

(including non-refundable deposit of .....

### PRELIMINARY MATHEMATICS EXTENSION

Classes and workshops tuition programme

#### 2012 Bondi Junction class times

Saturday 4:00pm to 6:30pm

Sunday 9:00am to 11:30am

#### 2012 Chatswood class times

Friday 4:30pm to 7:00pm

Saturday 4:00pm to 6:30pm

Preferred workshop time .....

Tuition fee.....

(including non-refundable deposit of .....

### TERM 4 HSC MATHEMATICS EXTENSION 2

Classes and workshops tuition programme

#### 2012 Bondi Junction class time

Friday 4:30pm to 7:30pm

#### 2012 Chatswood class time

Sunday 4:00pm to 7:00pm

Preferred workshop time .....

Tuition fee.....

(including non-refundable deposit of .....

### PRELIMINARY ENGLISH ADVANCED

Classes and one-on-ones tuition programme

#### 2012 Bondi Junction class time

Monday 5:00pm to 7:30pm

#### 2012 Chatswood class time

Wednesday 4:30pm to 7:00pm

Preferred workshop time .....

Tuition fee.....

(including non-refundable deposit of .....

### PRELIMINARY PHYSICS

Classes and workshops tuition programme

#### 2012 Bondi Junction class time

Saturday 12:30pm to 3:00pm

#### 2012 Chatswood class time

Sunday 12:30pm to 3:00pm

Preferred workshop time .....

Tuition fee.....

(including non-refundable deposit of .....

### PRELIMINARY CHEMISTRY

Classes and workshops tuition programme

#### 2012 Bondi Junction class time

Sunday 12:30pm to 3:00pm

#### 2012 Chatswood class time

Saturday 12:30pm to 3:00pm

Preferred workshop time .....

Tuition fee.....

(including non-refundable deposit of .....

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# PRIOR EDUCATION AUSTRALIA

## 2012 ENROLMENT CONTRACT - YEARS 7 TO 11 PROGRAMMES

Our mission at PRIOR Education is to help your child gain the knowledge, understanding, skills and confidence to achieve exceptional results in their studies. To achieve this, it is essential that you agree and comply with the conditions of enrolment described in this contract.

**Please only sign the enrolment form and proceed with your child's enrolment if you and your child are seriously committed to observing these conditions.**

### 1. PARENTAL SUPPORT AND COMMUNICATION

(i) I will take an active interest in my child's progress at PRIOR.

(ii) I will read and be aware of the contents of The PRIOR Learning System book.

(iii) I will provide PRIOR with two current email addresses: my child's and mine. I will inform PRIOR immediately if there are any changes to these email addresses. I will check my email at least once each week and respond promptly when requested to do so.

(iv) I will check my child's days and times of enrolment, rescheduling, attendance, homework status, exam results, notifications, Reward Status and other information by viewing my child's PRIOR Online Student System (POSS) record at [www.prior.edu.au/student](http://www.prior.edu.au/student) at least once each week.

(v) If there are any inaccuracies or omissions in my child's POSS record I will advise PRIOR immediately.

(vi) I will keep my child's POSS password confidential.

(vii) If I have any concerns about my child's progress, I will discuss them with my child and inform PRIOR immediately.

(viii) If PRIOR expresses concerns about my child's progress, my child and I will attend a meeting with a PRIOR staff member at my child's PRIOR college.

### 2. ATTENDANCE

(i) I will make every effort to ensure that my child attends all sessions for which he or she is enrolled, from the scheduled starting time until the scheduled finishing time.

(ii) If my child is unable to attend a class, I will inform PRIOR at least 48 hours in advance and arrange an alternative class time, subject to availability of places. If no alternative class time is available, I may book one-on-one tuition for my child at a cost of \$75 per hour or part thereof. My child will arrange to collect the notes and homework for the missed class and submit the homework at his or her next class for that tuition programme.

(iii) If my child is unable to attend a workshop or exam, I will inform PRIOR at least 48 hours in advance and arrange an alternative time, subject to availability of places.

(iv) If my child is unable to attend a one-on-one session, I will inform PRIOR at least 48 hours in advance. One-on-one sessions are not transferable.

(v) I will not be entitled to a credit or refund for any booked sessions from which my child is absent.

### 3. SUBMISSION AND CORRECTION OF PRIOR HOMEWORK AND EXAMS

(i) I will encourage my child to attempt PRIOR homework at home (not at workshops) and submit it to the Class Tutor for first marking at his or her next class for that tuition programme, with all compulsory questions attempted to the best of his or her ability. I will encourage my child to attempt the Distinction Questions.

(ii) I will encourage my child to sit all his or her PRIOR exams at PRIOR and submit them with all questions attempted to the best of his or her ability.

(iii) If my child scores less than 50% for a PRIOR exam, he or she will re-sit it under exam conditions at PRIOR, at a time to be arranged within 14 days of the date the exam is returned.

(iv) If my child scores less than 75% for a PRIOR exam re-sit, he or she will re-sit it under exam conditions at PRIOR and re-submit it for marking until he or she scores 80% or more.

(v) I will make every effort to ensure that my child always submits original and uncopied PRIOR homework and exams.

(vi) I will make every effort to ensure that my child does not allow (or give the opportunity for) another student to copy his or her PRIOR homework or exams.

(vii) I will make every effort to ensure that my child corrects all errors in compulsory PRIOR homework questions and exams within 14 days (excluding PRIOR term breaks) after his or her homework or exam has been marked and returned.

(viii) My child may book additional workshops (at no extra cost and subject to availability of places) to correct all errors in compulsory PRIOR homework questions by the deadline.

(ix) My child may only attend an Exam Review class if he or she has sat and submitted the relevant PRIOR exam.

(x) The solutions to PRIOR homework and exams are exclusively for use by PRIOR Education staff and will not be provided to me or my child under any circumstances.

### 4. BEHAVIOUR, DEADLINES AND DISCIPLINE

(i) I will make every effort to ensure that my child behaves in a manner conducive to his or her learning and that of other PRIOR students.

(ii) At the beginning of each PRIOR term, my child will only be permitted to continue tuition in a tuition programme if his or her PRIOR homework and exams for that tuition programme are up-to-date. The 2012 end-of-term deadlines are: 10 April for Term 1, 3 July for Term 2, 25 September for Term 3, 18 December for Term 4.

(iii) If my child's PRIOR homework and exams are not up-to-date for a tuition programme by each end-of-term deadline, he or she will attend at least one hour of one-on-one tuition at a cost of \$75 per hour or part thereof for each overdue homework or exam to be corrected, to bring his or her PRIOR homework and exams up-to-date before being permitted to continue his or her tuition in that programme. For homework or exams that are overdue for submission (but not correction), I will pay a marking fee of \$20 per homework and \$30 per exam.

(iv) If I have enrolled my child for a 2013 PRIOR yearly tuition programme, he or she will only be permitted to commence tuition in 2013 if his or her PRIOR homework and exams are up-to-date for all tuition programmes attended in 2012.

(v) If my child's 2012 PRIOR homework and exams are not up-to-date for all PRIOR tuition programmes by the 2012 Term 4 deadline, I may:

(a) book one-on-one tuition for my child to bring his or her 2012 PRIOR homework and exams up-to-date before the commencement of his or her 2013 tuition, at a cost of \$75 per hour or part thereof, or

(b) cancel my child's 2013 PRIOR enrolment, and Section 8 will apply.

(v) I will pay the fees for one-on-one tuition and marking at the time of booking.

(vi) If my child is found to have copied on a PRIOR homework or exam, or has allowed (or given the opportunity for) another student to copy his or her work, my child's tuition may be discontinued for some or all PRIOR tuition programmes in which he or she is enrolled.

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# PRIOR EDUCATION AUSTRALIA 2012 ENROLMENT CONTRACT - YEARS 7 TO 11 PROGRAMMES

## 5. THE 2012 PRIOR CELEBRATION

- (i) To qualify for the PRIOR Celebration, my child's Reward Status on 16 October 2012 must be at least 90% for all PRIOR tuition programmes that he or she has attended in 2012 for which he or she can earn Reward Points.
- (ii) My child will earn Reward Points as follows:  
 (a) two points for submitting a homework or exam, attempted to the best of his or her ability;  
 (b) two points for correcting a homework or exam to the satisfaction of his or her tutor;  
 (c) one Distinction Point for attempting and correcting at least one full Distinction Question in a Preliminary English Advanced homework or two full Distinction Questions for all other tuition programmes;  
 (d) one Distinction Point for scoring at least 50% on the first attempt of an exam or at least 80% on a subsequent attempt.
- (iii) My child's Reward Status is the number of points he or she has earned divided by the number of possible points, expressed as a percentage.
- (iv) To qualify for an Honours Award my child must:  
 (a) have a Reward Status of 100% and have attempted and corrected all Distinction Questions for all 2012 tuition programmes attended, by 14 October 2012;  
 (b) have scored, for every exam, at least 80% on the first attempt or at least 90% on a subsequent attempt, by 14 October 2012;  
 (c) attend the PRIOR Celebration on 7 December 2012.

## 6. PAYMENT OF FEES

Please refer to the relevant course information leaflet/s.

- (i) The fees quoted by PRIOR Education are not negotiable.  
 (ii) My child's enrolment in a tuition programme is only secured when the 2012 Enrolment Form has been signed by me and my child and returned to PRIOR and I have paid the Goodwill Deposit in full and  
 (a) tuition fees have been paid in full in advance or  
 (b) arrangements have been made to pay fees by instalments using the PRIOR Instalment Plan.

### PRIOR Instalment Plan

- (iii) If I wish to pay fees for a tuition programme in fortnightly instalments using the PRIOR Instalment Plan:  
 (a) At the time of my child's enrolment I will pay a non-refundable deposit of 20% of the undiscounted fee for that tuition programme, plus the first instalment.  
 (b) I will pay the balance of the fees for that tuition programme in fortnightly instalments by direct debit from my nominated bank account.  
 (c) The second instalment will be debited from my account 14 days from the date of payment of the first instalment.  
 (d) The final instalment will be debited from my account on the date indicated on the 2012 Enrolment Form.

### Discount for Payment of Fees in Advance

- (iv) If I wish to pay full fees in advance for a 2012 tuition programme:  
 (a) I will receive a discount of 10% of the fee quoted on the 2012 course information leaflet for that programme  
 (b) I will pay the discounted fee in full at the time of my child's enrolment in that programme.  
 (c) The fee includes a non-refundable deposit of 20% of the undiscounted fee for that programme.

## 7. GOODWILL DEPOSIT

- (i) I will pay a one-off Goodwill Deposit of at the time of my child's enrolment in a tuition programme. The amount payable for the Goodwill Deposit is:  
 • \$300 for Year 10 Mathematics Advanced, Preliminary Mathematics Advanced, Preliminary Mathematics Extension, Preliminary Physics and Preliminary Chemistry  
 • \$200 for Preliminary English Advanced

- \$100 for Years 7 to 10 English and Preliminary English Standard  
 (ii) My Goodwill Deposit may be refundable, in accordance with the following conditions:  
 (a) \$100 will be refunded if I inform PRIOR of my child's SC results (Year 10 students only) and yearly school marks and rankings for the subjects in which he or she has been enrolled at PRIOR, via a screenshot, facsimile, photocopy or scan of the original documents, by 31 December 2012.  
 (b) \$100 will be refunded if my child's PRIOR homework and exams are up-to-date for all tuition programmes in which he or she has been enrolled at PRIOR in 2012. If my child's PRIOR homework and exams are not up-to-date by the final date of each programme, he or she may attend one-on-one tuition at a cost of \$75 per hour or part thereof, to bring his or her PRIOR homework and exams up-to-date.  
 (c) \$100 will be refunded if my child has not been absent from any Mathematics, Physics or Chemistry classes, workshops or exams with less than 48 hours notice. However, for each class, workshop or exam from which my child is absent with less than 48 hours notice, \$25 will be deducted from my Goodwill Deposit. If there is no balance remaining on this portion of my Goodwill Deposit, I will replenish it to the value of \$100 before my child is permitted to attend any further tuition.  
 (d) Any balance remaining on my Goodwill Deposit on 31 December 2012 will be refunded to me by 31 January 2013.

## 8. CANCELLATION OR DISCONTINUATION OF TUITION PROGRAMMES

- (i) If I wish to cancel or discontinue my child's enrolment in a tuition programme, my child and I will:  
 (a) arrange and attend a meeting with the manager of my child's PRIOR campus and  
 (b) lodge a completed, dated and signed "Application for Cancellation or Discontinuation of Tuition Programme" form.  
 (ii) My child will be considered to be enrolled in the tuition programme until my child and I have attended a meeting with the manager of my child's PRIOR campus and the "Application for Cancellation or Discontinuation of Tuition Programme" form has been received by PRIOR Education.  
 (iii) I will be charged fees at the undiscounted rate for any tuition already provided to my child and I may choose to:  
 (a) receive credit for the balance of fees if any, less an administration fee of \$200 per tuition programme, or  
 (b) receive a refund of the balance of fees if any, less the non-refundable deposit of 20% of the undiscounted fee for that tuition programme.  
 (iv) If I cancel or discontinue my child's enrolment in a tuition programme, Section 7 will still apply.  
 (v) If my child's enrolment in a tuition programme is discontinued by PRIOR Education, Clause 8 (i), (iii) and (iv) will apply.  
 (i) I indemnify PRIOR against any liability regarding my child's academic results.  
 (ii) I authorise PRIOR to take and use my child's photograph and quote my child's name and results for advertising purposes.  
 (iii) All materials produced by PRIOR are protected by copyright and neither my child or I will reproduce these materials electronically or by any other means.  
 (iv) PRIOR reserves the right to cancel or change tuition programmes, schedules, teachers and tutors at any time.  
 (v) By signing the enrolment form and proceeding with my child's enrolment I agree and will comply with the conditions described in this contract.  
 (vi) PRIOR reserves the right to vary the conditions of this Enrolment Contract and the Student Agreement at any time and without notice. The current versions of these documents may be viewed at [www.prior.edu.au/student](http://www.prior.edu.au/student).

# PRIOR EDUCATION AUSTRALIA 2012 ENROLMENT FORM - YEARS 7 TO 11 PROGRAMMES

Please only complete and sign this form and proceed with your child's enrolment if you understand the PRIOR 2012 Enrolment Contract and Student Agreement and are seriously committed to observing all the Terms and Conditions described thereon.

## STUDENT DETAILS

Name of student .....  
 Address .....  
 ..... Postcode .....  
 Home phone .....  
 Mobile .....  
 Email .....  
 School .....  
 Year at school in 2012 .....  
 Date of birth ..... ATAR goal .....

## PARENT/GUARDIAN 1 DETAILS

Name .....  
 Relationship to student .....  
 Address (if different) .....  
 ..... Postcode .....  
 Home phone .....  
 Work phone .....  
 Mobile .....  
 Email .....

## PARENT/GUARDIAN 2 DETAILS

Name .....  
 Relationship to student .....  
 Address (if different) .....  
 ..... Postcode .....  
 Home phone .....  
 Work phone .....  
 Mobile .....  
 Email .....

## STUDENT AGREEMENT

I understand and agree to all the terms and conditions of the PRIOR Education Australia 2012 Student Agreement.

Name of student .....  
 Signature ..... Date.....

## ENROLMENT CONTRACT AGREEMENT

I understand and agree to all the terms and conditions of the PRIOR Education Australia 2012 Enrolment Contract.

Name of parent .....  
 Signature ..... Date.....

## ENROLMENT AND TUITION FEES

### 1. PAYMENT OF FEES USING PRIOR INSTALMENT PLAN

- (i) I am paying a non-refundable deposit of 20% of the full fee for each 2012 tuition programme in which my child is enrolled.  
 (ii) I will pay the balance of fees in fortnightly instalments by direct debit from my bank account, using the PRIOR Instalment Plan.

Tuition fee total ..... inc. non-refundable deposit of .....  
 + Refundable Goodwill Deposit  \$300  \$200  \$100  
 (please refer to Section 7 of the 2012 Enrolment Contract)

= **Total amount payable** .....

I hereby authorise PRIOR Education Australia to debit the balance of tuition fees in fortnightly instalments by direct debit from my bank account, as specified below.

Account number .....

Account name .....

BSB number .....

Signature ..... Date.....

### PRIOR EDUCATION STAFF USE ONLY

Amount of each instalment ..... Number of instalments .....

Date of first instalment .....

Date of final instalment .....

### 2. PAYMENT OF FULL FEES IN ADVANCE

- (i) I am paying full fees in advance.  
 (ii) The fee for each tuition programme includes a discount of 10% of the fee quoted on the relevant 2012 course information leaflet.  
 (iii) The fee for each tuition programme includes a non-refundable deposit of 20% of the undiscounted fee for each tuition programme in which my child is enrolled.

Tuition fee total ..... inc. non-refundable deposit of .....

+ Refundable Goodwill Deposit  \$300  \$200  \$100  
 (please refer to Section 7 of the 2012 Enrolment Contract)

= **Total amount payable** .....

### Payment method for non-refundable deposit and/or full fees

- Cheque/Money order, payable to PRIOR Education  
 Visa  
 MasterCard  
 Amex A 2% surcharge applies to Amex card payments.  
 EFTPOS

Card No .....

Name .....

Expiry date .....

Signature ..... Date.....



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