

Term 4 Monday 10 Oct- Saturday 3 Dec (8 weeks)

*public holidays:

Term 1:	Monday	14 March	Canberra Day
	Friday	25 March	Good Friday
	Saturday	26 March	Easter Saturday
	Monday	28 March	Easter Monday
Term 2:	Monday	25 April	ANZAC Day
	Monday	13 June	Queen's Birthday

Term Fees:

We collect our fees for the term (8 or 10 weeks of classes) at enrolment. We do not process payments during lesson times. This is because we want to make full use of the lesson time to help your child, and not have to worry about invoices and cash handling. All prices are inclusive of GST.

Years 7-10

Term 1-3: \$35 x 10 weekly lessons (60 mins) = \$350

Term 4: \$35 x 8 weekly lessons = \$280

Years 11-12

Term 1-3: \$65 x 10 weekly lessons (90 mins) = \$650

Term 4: \$65 x 8 weekly lessons = \$520

Re-enrolment period is Week 7 and 8. During the re-enrolment period, we will contact you to assist you in re-enrolling your child for the following term, and to ask if you would like to keep or change your lesson time.

An invoice will be issued to you via email. Term fees will be due within 14 days of invoice date. Payment must be made in order to secure your child's placement. If payment is not made within 7 days after the due date, lessons may be paused until enrolment can be confirmed.

Payment can be made by bank transfer. Our bank details are:

Bank: Westpac

BSB: 732730

Account number: 280389

Account name: Mr. Fong's Maths Tuition

Reference: Your child's first name and initial of last name, and invoice number. E.g. John Smith with invoice number 0001 would be "JohnS0001".

We understand that sometimes paying for the whole term may put financial strains on some families. We are more than happy to discuss the possibility of payments made in instalments. Please contact us to discuss.

Important: For security reasons, please do not send cash with your child to pay for the term fees. If you wish to pay cash instead of bank transfer, please let us know and we can arrange for you to come into our centre to process your payment.

Trial lesson:

Each child is entitled to one trial lesson. Students have to be enrolled into a term of lessons in order to continue with lessons thereafter.

Referral Discount:

For every person that you refer to us who successfully enrolls into a term of classes, you are entitled to a discount of 10% off your NEXT term fees! The more people you refer to us, the more discount you will receive!

Workbook:

Enrolled students (Years 6-10) are to purchase a copy of the workbook each term. Students are expected to bring their workbooks with them to every lesson. A copy of the workbook is only \$3.

Missed lessons:

If your child missed a lesson due to sickness, he/she is entitled to 1 catch-up lesson per term. Please contact us to arrange for a catch-up lesson. Catch-up lessons are subject to availability. Catch-up lessons cannot be transferred to the next term.

If you know your child will miss a lesson due to being away e.g. for school camps or family holidays, please notify us at enrolment prior to fee payment, so that we can readjust your fees accordingly.

If a lesson is cancelled e.g. sick tutor, we will contact you as soon as possible via email and/or sms. Cancelled lessons will be made up free-of-charge.

There will be no lessons on public holidays (as listed above) and these days are not charged. If your child's lesson falls on a public holiday, we strongly suggest that you contact us to arrange for your child to attend another lesson of the same week, so that there is continuity in his learning at our centre.

Cancellation:

If you wish to cancel your child's enrolment, we are happy to refund you the fees for the lessons that you don't wish to use. Please contact us to discuss.

FAQ

1. Where is your Centre?

Our Centre is conveniently located at 95 Anthony Rolfe Avenue in Gungahlin. It is directly across the road from the Gungahlin Community Centre.

2. When are you open?

Our Centre is open for lessons from 3.30pm to 8.30pm Tuesdays to Fridays. On Saturday mornings, we are open 9-11am, subject to one-to-one session bookings. However, we ask that you do not call us during class times, unless there is an emergency.

For all general phone enquiries, please call us between 9am-3.30pm Tuesdays to Fridays. You can also contact us via email and we will get back to you as soon as we can.

3. What happens during the lesson?

In the first part of the lesson, Mr Fong will teach according to the ACT Mathematics Curriculum, and use the workbooks he prepared. During the latter part of the lesson, students will be given time to do some practice questions and also allow for group discussions.

4. Do you provide one-on-one tuition?

Our one-on-one half-hour sessions are available only for our students who enrolled into a term of lessons. These sessions are provided for our students who feel they need a little bit of extra help at certain times e.g. close to exam times or help with homework and/or assignments.

5. Do you offer once-off lessons?

We do not offer single lessons. For lessons to be effective, it is imperative that the students are committed to regular attendance for at least a term of lessons.

6. Can I enrol my child at any time during the year?

Mid-term enrolments are most welcome and will be worked out on a pro-rata basis according to the number of weeks enrolled.

7. Can I wait for my child at your centre while/she is in a lesson?

Yes, of course! Parents are more than welcome to wait for their child in our reception area. There is a disabled toilet on site.

8. What about parking?

There are plenty of parking spaces in front of and around our centre. We ask that all students and parents planning to park their vehicle to park in kerbside marked spaces and not on the grass areas.