



Enrolment Form

Student Name: Age: M/F D.O.B:

Academic Year: Course: Ref:

Current School:

English

Exam Board:

Target Grade:

Current Grade:

Maths

Exam Board:

Target Grade:

Current Grade:

Science

Exam Board:

Target Grade: Biology Chemistry Physics Double

Current Grade: Biology Chemistry Physics Double

Home Address:

Postcode:

Medical Conditions/ Allergies:

Any Special Educational Needs (SEN): Does your child have an SEN/EHCP/Dyslexia? If yes, please give details

Parents Name: Relationship:

Home Tel: Mobile No:

Email:

Next of Kin: Relationship:

Next of Kin Address:

Postcode:

Home Tel: Mobile No:

Please turn over to complete the enrolment form

Terms and Conditions

Excel Tuition will be delighted to provide education and support to your child subject to you agreeing to the following terms and conditions.

1. Parents and children will be **committed and enthusiastic** about their child's learning and development.
2. Parents and teachers will **work together** to develop their child's learning in matters of homework, attendance, punctuality, behaviour and the like. Parents will be responsible for ensuring their child's homework is completed before the commencement of the next lesson.
3. Parents will recognise the importance of their child's regular attendance to class in order to progress. To this end they will ensure their child's attendance is regular and punctual.
4. Parents will give written notification, if their child is unable to attend their normal lesson time. In case of illness parents will give written notification, before the start of the missed lesson.
5. To cover a **missed lesson** parents are required to complete and submit an **Absence Form**, authorising their child to receive extra support during their normal lesson time *and* be given additional homework or to receive a substitute lesson. The substitute lesson is subject to availability.
This is necessary in order to maintain quality of teaching, minimise disruption and ensure a child does not fall behind in their programme of study.
6. The cost of the classes will be paid **one month in advance**. This is to ensure that those parents and children who are committed are given priority as class sizes are restricted. The bank account name is Excel Tuition Services Ltd, Sort code is 30-80-77 and Account number is 16743360.
7. Each lesson runs for two consecutive hours, apart from GCSE, A Level and Computer Science and Coding, which run for an hour.
8. The price for the courses are as follows:-
 - Key Stage 1 English and Maths Booster course is £78 per month (£9 per hour).
 - Key Stage 2 English and Maths Booster course is £78 per month (£9 per hour).
 - Year 6 SATs Preparation course is £109 per month (£12.50 per hour).
 - 11+ Entrance Exam Preparation course is £109 per month (£12.50 per hour).
 - Key Stage 3 English and Maths Booster course is £109 per month (£12.50 per hour).
 - One GCSE course is £65 per month (£15.00 per hour), two GCSE courses is £117.00 (£13.50 per hour), three GCSE courses is £175.50 (£13.50 per hour).
 - One A Level course is £87.00 per month (£20.00 per hour), two A Levels courses is £161 per month (£18.50 per hour), three A Levels courses is £240.50 (£18.50 per month).
 - Computer Science and Coding course is £65 per month (£15.00 per hour).
9. Tuition fees must be settled before starting a tuition programme.
10. A sibling discount of 5% is applicable for each younger child. The sibling must be from the same immediate family.
11. The centre is closed for two weeks over Christmas, Easter and summer. To allow your child to continue with their learning - the ethos of the centre is focused on **continuous progression** and **improvement** - we cannot under estimate the importance of ensuring your child is **continuously challenged**. We will therefore be writing and issuing coursework and assessment work to your child, in order that he/she keeps on track of their programme of learning and continues to **develop**. The coursework and assessment work will be specifically created for each child based on the work they have completed during the previous term. These weeks are charged for at the normal rate. This is part of your child's learning programme and essential for the tuition to continue moving forward. It also allows a child to remain disciplined and structured over the holidays to avoid losing focus.

It is important that your child completes and hands this work to their teacher to be marked. We will be able to **evaluate** how your child is developing their independent thinking, **assess** how they are **reinforcing and consolidating** their **knowledge and core skills**, and **analyse** how they are progressing with their tuition. A termly progress report will be produced for each child based on their progress during the term as well as the coursework and assessment work that they will hand in.
12. Accounts that are in arrears are subject to a £5.00 administration fee for each week they are overdue.
13. On completion of a course your child will be automatically moved to the next course, unless we receive notification from you that you wish to end the tuition. Consequently, you understand and agree to be charged the price this is applicable to the new course.
14. **Thirty days'** notice is required when you intend to withdraw your child from the Centre or end a tuition programme. Cancellation of each subject requires thirty days' notice to be provided too. This needs to be provided in writing, either by email, letter or completing a Thirty Days' Notice form, to the **Centre Manager**. **Verbal or over the phone notices are not accepted.**
15. Following notice to withdraw your child from the centre, any closing balances are required to be paid before the commencement of the next lesson.
16. In the case of continual absence, tuition fees will be charged as normal. We cannot guarantee you will be given substitute lessons; only the 30 days' notice will end the tuition and charges (see clause 14).
17. Parents/carers who are over ten minutes late collecting their child after their class time finishes, will be charged a supervision fee of £5 per child for the first 15 minutes, then £1 per minute thereafter.
18. These terms and conditions are subject to change from time to time without prior notice.

I have read, understood and accept these terms and conditions

Parent's Name:

Parent's Signature:

Date: **/** **/**