



Phone: 0401 419 709

Website: www.ngoandsons.com.au

Address: Level 1, Suite 4, 45 – 47
Smart St, Fairfield NSW 2165

Year 2 – 6 (GEM) Core, OC & Selective School
Trial Test Training, Holiday Writing Workshops

TERMS AND CONDITIONS

The following terms and conditions must be read and agreed to by parents before accepting an offer of enrolment at Ngo & Sons Preparatory College.

DEFINITIONS

“Ngo & Sons Preparatory College” and **“NSPC”** refers to NSPC Corporation Pty Ltd (ABN 75 617 085 211).

“You” and **“Your”** refers to the student’s parent(s) or guardian(s).

“Student” includes the child or children enrolling into Ngo and Sons Preparatory College.

1 NEW STUDENT ENROLMENT POLICY

You or the student must proceed to reception before the student is permitted to enter their designated class. This is to ensure that the student’s profile can be generated, and the new enrolment can be processed.

You acknowledge and understand that when the student commences their first lesson, the class may be mid-way through, or near the end of a topic. It is the responsibility of the student to catch-up on the topic. Ngo & Sons Preparatory College may provide materials for the current topic only. **No materials and resources for topics done prior to the commencement of new students will be provided.**

2 PAYMENT METHODS

Payments are to be made at reception via the following payment methods:

- (i) Cash;
- (ii) EFTPOS transactions (credit card payments will incur a 1.5% surcharge fee).

All new students are expected to make a full term's payments within the first two weeks of their commencement. Resource booklets and materials will not be provided to students until the full term's payment has been processed.

3 PAYMENT POLICY

Invoices will be issued in the final week of every term for the following term's payment. All payments must be made within the first two weeks of every term, as indicated on the centre's calendar. Payment must be accompanied with the invoice issued in the previous week.

All new students will be given an invoice on the first day of the commencement of their new class. You or the student have the responsibility to go to reception beforehand to enrol. Any student found not to have enrolled before entering class, may have their position terminated immediately.

4 ABSENTEE POLICY

Teachers and/or Administration Staff must be notified of planned absences, in a timely manner, to allow preparation of resources and/or discussions for catch up options. Administration Staff and/or teachers will coordinate catch-up options, where possible, following timely notification.

Please note, if the student is travelling mid-term, you must ensure that payment has been made prior to departure to avoid any late administrative fees.

For further information, please refer to the refund policy below.

5 LATE PAYMENT POLICY

Payment for fees is expected to be made within the first 2 weeks of the new term. Any payment made after Week 6 will incur an administrative late fee of \$5.

The following protocol applies to the payment of fees:

1. An initial fee reminder notice will be issued in Week 4 of the term. A text message reminder will also be sent to the nominated contact number(s).
2. A final fee reminder will be issued in Week 7 of the term if payment has not been received. Any payment made after this reminder will incur the \$5 administrative late fee.

3. A temporary termination letter will be issued, in Week 10 of the term. Students will not be allowed to attend class if fees have not been processed by Week 10.

6 REFUND POLICY

Your payment acknowledges your commitment to continue the student's allocated class, day and time until end of term. Ngo & Sons Preparatory College will not offer any refunds or credits if a student chooses to discontinue and/or cease their position during the term, following completed payments. We highly recommend you to consider this carefully prior to making full payment of the fees, as we do not offer refunds for change of mind.

Should you choose to remove the student's position from Ngo & Sons Preparatory College under exceptional circumstances; the above stated policy may be reviewed at the discretion of the Directors of Ngo & Sons Preparatory College.

7 CATCH-UP CLASS POLICY

Please make every effort to attend your scheduled class as catch-up options cannot be guaranteed. If your child is to miss a weekly scheduled class, catch-up options may be arranged provided there is availability in another class of the same level, anytime within the current week. Class maximums apply to all classes so catch-up will only be permitted if space allows. Catch up classes do not roll over from term to term.

8 RESOURCES POLICY

Ngo & Sons Preparatory College resources and materials refer to material copyrighted by NSPC Corporation Pty Ltd including but not limited to written theory notes, exam questions, papers and solutions, homework resources and homework solutions, course notes and programs.

All students enrolled in our NSPC course(s) will receive materials and handouts, which contain weekly homework at the beginning of each week. **For new students, materials will only be provided once the full term's payment has been processed.** If a student loses the material during the course of a topic, a replacement will be issued, however, a fee may be applicable.

You and the student will not be eligible to request materials and resources from past topic(s). It is your responsibility to assist the student to catch-up outside of Ngo & Sons Preparatory College operating hours.

All Ngo & Sons Preparatory College resources and materials are exclusive to NSPC students who are enrolled in the course. All materials and resources will not be available for purchase separately.

9 INTELLECTUAL PROPERTY

All resources and materials provided by Ngo & Sons Preparatory College is owned and licensed by the organisation and is protected by Australian laws. NSPC resources and materials include, but are not limited to, written theory notes, exam questions, papers and solutions, homework resources and homework solutions, course notes and programs. Ngo & Sons Preparatory College own the Intellectual Property rights in these materials including but not limited to copyright. These rights are non-transferrable and you must not breach our Intellectual Property rights by, including but not limited to:

- (i) Altering and modifying any of NSPC material; or
- (ii) Creating unoriginal works from NSPC material; or
- (iii) Placing or uploading in a public domain; or
- (iv) Using NSPC's material for commercial purposes; or
- (v) Copying with the intent to sell or share; or
- (vi) Using the materials to teach or tutor another student outside of NSPC.

Student's Details

Child's Name: _____ DOB: _____

School: _____ Grade: _____

Parent/Guardian's Details

Parent/Guardian's Name: _____

Mobile: _____ Home Phone Number: _____

Email: _____

- By ticking this box I agree to receive newsletters, important date reminders, course details and registration information, educational resources and surveys from NSPC.
- By ticking this box I agree on the Terms and Conditions as outlined by Ngo and Sons Preparatory College.

Parent/Guardian's Signature: _____ Date: _____