MANDARIN PROGRAM
TERMS AND CONDITIONS 2027

Regent College students have the opportunity to learn Mandarin from a suitably qualified and experienced tutor; whether they are continuing to learn or are a beginner. The Mandarin Program is a fantastic way for students to develop their skills within a safe and supportive school environment. Students receive weekly tuition that is timetabled after school at the same time each week.

Please consider the following before completing a Mandarin Registration Form or accepting a position in the Mandarin Program:

1. It is expected that **enrolment is for the whole academic year**.
2. **Time commitment** should be considered before enrolling. Time commitment includes students attending tuition lessons **after school**, and practice of appropriate quality and quantity at home.
3. **Financial Commitment** of tuition fees should be considered**.**
4. **Absences** from lessons are generally forfeited including when a student is ill or absent from lesson. Only tutor absences are required to be credited.

TERMS AND CONDITIONS

1. ENROLMENT

1.1 To enrol in the Mandarin Program, families must complete a Mandarin Registration Form and agree to the Terms and Conditions of Mandarin Tuition.
1.2 All Mandarin Registration forms received are placed on a waiting list and families will be contacted by the Mandarin tutor should a suitable position be available for their child.
1.3 Students are placed in the appropriate class according to availability and to their skills and abilities.
1.4 It is expected that enrolment is for whole year.
1.5 Mandarin enrolments are continuous and rolled over to the next academic year e.g. 2025 to 2026. There is no need to resubmit a Mandarin Registration Form each year.
1.6 Enrolments cannot be transferred to a sibling or other student.

2. FEES

2.1 Fees for the Mandarin Program are payable in advance and are due by Week 8 in the term prior e.g.

1. Term 1 2027: Fess are payable in Week 8 of Term 4 2026
2. Term 2 2027: Fees are payable in Week 8 of Term 1 2027

An invoice will be issued by the tutor with details on how to make payment. Payments must not be made to Regent College.

2.2 <u>Schedule of Fees:</u>
Fees for weekly lessons are calculated and payable per term and in advance. Lessons are not offered on public holidays and student-free days. *N.B. Accounts will not be adjusted for missed lessons.*

Mandarin Program Tuition Fees
Group Lesson (30 minute) is $25.00 + GST = $27.50 per lesson

2.3 Families experiencing financial difficulty should contact the Mandarin Tutor to discuss their situation. Late payment without discussion or notification to the Mandarin Tutor may result in discontinued lessons and cancellation of your child's position.
2.4 All Mandarin Tuition fees are non-refundable, even if a student ceases lessons once the term has commenced.

3. WITHDRAWAL FROM MANDARIN TUITION

3.1 It is anticipated that students entering the Mandarin Program will continue for the duration of the academic year. Learning a new skill requires time and commitment and results are not always immediately observable, therefore; it is recommended that students complete at least two (2) terms before deciding whether to continue or not.

3.2 Withdrawal from the Mandarin Program can only be made at the end of each term.

3.3 Either party, Mandarin Tutor or parents; may terminate the enrolment where it is in the best interest of both parties. This will be negotiated on a case-by-case basis between the parent and the Mandarin Tutor. Tuition fees may still apply.

3.4 To discontinue lessons, parents must advise the Mandarin Tutor by **Week 7 of each term** otherwise the full tuition fee for the following term is payable.

4. LESSON TIMETABLE

4.1 Lessons are scheduled on the same day each week unless otherwise advised by the Mandarin tutor.

4.2 Lessons are conducted on school days only during the term. Lessons will not be held on public holidays or student-free days.

5. MISSED LESSONS/ABSENCES

5.1 Students who are ill or absent on the day of a lesson will forfeit their lesson, regardless of notification. The tutor is not required to make an alternative lesson time or offer a credit.

5.2 In the case of prolonged illness, some arrangements may be made with the tutor.

5.3 If the tutor is ill, an adjustment to the account will be made in the following term or if this occurs in Term 4, a refund will be provided.

5.4 Families are requested to advise the Mandarin Tutor and Regent College if their child will be absent from their lesson. Regent College staff have a duty of care to students to ensure they are where they need to be after school, whether it is in after-school supervision or at their lesson.

6. SUPERVISION AFTER SCHOOL

6.1 After-school supervision will be provided by a Regent College staff member at no additional cost to families for students enrolled in the second Mandarin Lesson (e.g. 3:40pm lesson time). *N.B. After-school supervision is not provided by Outside School Hours Care (OSHC).*

6.2 Students in Pre-Primary will be collected from class by a Regent College staff member and taken to their lesson or supervision. Students in Years 1-6 should make their way to their Mandarin or Supervision immediately after school.

7. STUDENT COLLECTION

7.1 Students must be collected immediately after their lesson by a parent or caregiver from the lesson room unless otherwise advised.

7.2 Students booked into OSHC on their lesson day will be collected from their lesson and taken to OSHC by an OSHC staff member.

7.3 Parents must make alternative arrangements if they will be late collecting their child from their lesson and advise the tutor accordingly.

7.4 Late collection of your child may result in the termination of your child's enrolment in the Mandarin Program and paid fees are be forfeited.

8. COMMUNICATIONS

8.1 All communications regarding the Mandarin Program including enrolment, withdrawals, tuition fees, lesson timetable and missed lessons should be directed to the Mandarin Tutor via E: eileensyw@yahoo.com or T: 0413 489 567

8.2 The Mandarin Tutor will provide families with home practice content for students via the Mandarin Class Signal Group set up by the Mandarin Tutor. Parents should ensure they download the Signal App via their favourite App Store to be added to their child's Mandarin Class Signal Group.

8.3 Students voices may be recorded during each lesson and shared in the Mandarin Class Signal Group.

8.4 As all communications regarding Mandarin Tuition will be directly between parents/guardians and the tutor, all information provided at registration including contact details will be held by the Mandarin Tutor.

9. REGENT COLLEGE

9.1 While Regent College is providing the venue and is in support of the Mandarin Program, the program content is not designed or organised by the College.

9.2 As the program is located at the College, it is the expectation that student dress (uniform) will be maintained, along with excellent student behaviour.

9.3 Regent College is unable to assist in any enquiries about the Mandarin Program. All administrative tasks and program coordination are the responsibility of the Mandarin Tutor and therefore all enquiries should be directed to the Mandarin Tutor E: eileensyw@yahoo.com or T: 0413 489 567. This includes but is not limited to:

- Enrolment
- Timetable enquiries (including missed lessons)
- Tuition fees
- Withdrawals
- Mandarin Class Signal Groups