



# **INSIGHT EDUCATION GROUP**

## **ENROLMENT FORM 2017**

### **PART I - ENROLMENT DETAILS**

Student Details (Print clearly in <b>BLOCK LETTERS</b> )	
First Name:	Surname:
Date of Birth:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Home Phone:	Mobile:
School Attended:	Current Year:
Student Email:	
Emergency Contact Name (not parent):	
Emergency Contact Number:	
Points in Child's Health/Allergies and/or home situation we should know etc.:	
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Parent/Guardian Details (For student under 18-year-old)	
First Name:	Surname:
Relationship to Student:	Mobile:
Email (Your invoice will be sent to this email address. Print clearly in <b>BLOCK LETTERS</b> ):	
Where did you hear about us? (Please tick)	
<input type="checkbox"/> Internet search engine <input type="checkbox"/> Facebook <input type="checkbox"/> Instagram	
<input type="checkbox"/> Friend/family/colleague <input type="checkbox"/> School <input type="checkbox"/> Other: _____	

Subjects you would like to enrol in (Please tick)	
Kindy – Year 2	<input type="checkbox"/> Fun Reading Club <input type="checkbox"/> English <input type="checkbox"/> Maths <input type="checkbox"/> NAPLAN
Year 3 – Year 6	<input type="checkbox"/> English <input type="checkbox"/> Maths <input type="checkbox"/> Creative Writing Workshop <input type="checkbox"/> OC <input type="checkbox"/> Selective <input type="checkbox"/> WEMG Weekend Workshop <input type="checkbox"/> NAPLAN <input type="checkbox"/> ESL/Chinese/Japanese/French/Spanish/Italian
Year 7 – Year 9	<input type="checkbox"/> English <input type="checkbox"/> Maths <input type="checkbox"/> Creative Writing Workshop <input type="checkbox"/> Science <input type="checkbox"/> NAPLAN <input type="checkbox"/> WEMS Weekend Workshop <input type="checkbox"/> ESL/Chinese/Japanese/French/Spanish/Italian
Year 10	<input type="checkbox"/> English <input type="checkbox"/> Maths <input type="checkbox"/> Maths Acceleration <input type="checkbox"/> Science <input type="checkbox"/> ESL/Chinese/Japanese/French/Spanish/Italian
Year 11 – Year 12	<input type="checkbox"/> English Standard <input type="checkbox"/> English Advanced <input type="checkbox"/> English Extension <input type="checkbox"/> Maths General <input type="checkbox"/> Mathematics <input type="checkbox"/> Maths Extension <input type="checkbox"/> Physics <input type="checkbox"/> Chemistry <input type="checkbox"/> Biology <input type="checkbox"/> Modern History <input type="checkbox"/> Ancient History <input type="checkbox"/> Business Studies <input type="checkbox"/> ESL <input type="checkbox"/> Chinese/Japanese/French/Spanish/Italian  (For English, please specify the texts that you are studying at school in the comments below: _____ _____ _____
ADULT LANGUAGE PROGRAMS	<input type="checkbox"/> Chinese <input type="checkbox"/> Japanese <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Italian <input type="checkbox"/> Korean <input type="checkbox"/> English as a second language <input type="checkbox"/> PTE Academic <input type="checkbox"/> IELTS Academic <input type="checkbox"/> IELTS General Training
Private One-on-One Lesson	Course(s): _____ Preferred Day & Time: _____

## **PART II - STUDENT / PARENT / GUADIAN AGREEMENT**

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### **1. Enrolment Fee:**

At the time of enrolment, a one-off enrolment fee of \$55 (GST inclusive) applies.

### **2. Attendance**

- (a) Students are expected to attend all the classes during the scheduled time and day in which they are enrolled. The minimum enrolment period is one complete school term (10 weeks) and disenrolments cannot be made during this period.
- (b) If a student fails to attend one or more classes during this period, neither credits or refunds will be provided. Students are not permitted to change their classes once their enrolment is completed and requests for one off class changes will not be entered into. There are no make-up classes (except private one-on-one lessons in some circumstances) unless a class is cancelled by Insight Education Group.
- (c) Courses run for 10 classes from week 1 to 10 in the school term.

### **3. Behaviour**

- (a) Students are expected to be on their best behaviour at all times, and must be dressed neatly and appropriately whilst on Insight Education Group premises.
- (b) Mobile phones are not allowed in class and are to be switched off or on silent. For students under 16-year-old, if a parent or guardian needs to get in contact with a student whilst they are in class, they should contact the front desk on (02) 8322 8904.
- (c) A teacher reserves the right to ask a student to leave the class if they are engaging in disruptive behaviour during the duration of the class. Any students, who conduct themselves in an anti-social manner towards other students or staff, may be asked to leave immediately.
- (d) Insight Education Group reserve the right to cancel a student's enrolment if the inappropriate behaviour persists. This guarantees the safety of other students and our staff whilst on our premises.

### **4. Refund Policy**

No credits or refunds will be provided in any circumstances. For this reason, we strongly recommend our customers to read our terms and conditions carefully before deciding to enrol for any of our courses. Withdrawal from classes once the term has commenced will still result in the obligation to pay entire terms fees regardless of the circumstances.

### **5. Commitment**

Once you are enrolled, as per the POINT 2 above you are required to enrol and make full payment for one complete term. Regardless of which payment option you elected you are legally liable to make full payment for at least one complete term (10 weeks).

## 6. Personal Information

- (a) Each student attending Insight Education Group is required to submit personal details which are kept confidential. Changes to this information must be provided as soon as possible.
- (b) Insight Education Group may request its students to provide exam results, photographs and ATAR by phone or email.
- (c) Insight Education Group reserves the right to advertise names, results and photographs for advertising and marketing purposes, but will remove them at the request of the parent or guardian.
- (d) Insight Education Group undertakes not to sell, rent or trade student's personal information. We will not disclose information about the student unless the disclosure is:
  - required by the law
  - authorised by the law
  - the student (above 16-year-old)/parent/guardian has consented in writing to our disclosing of the student's information through the acceptance of the Terms and Conditions of the program for which they have applied.

## 7. Payment Options

EFT	Bank: Commonwealth Bank Account Name: Insight Education Group BSB: 062 194    Account No.: 1050 3651
CHEQUE	Payable to: Insight Education Group
DIRECT DEBIT	Please see details in Part III and fill in the Direct Debit Request Form
CREDIT CARD	Please pay in person at our centre or through telephone payment <i>Note: Credit Card payment will incur a 1% surcharge</i>

## 8. Declaration

I declare that the information supplied to Insight Education Group in support of this application for enrolment is complete and correct to the best of my understanding and belief. I understand that the purposeful giving of false, misleading or incomplete information may lead to the refusal of acceptance or cancellation of enrolment. I understand that the fees may increase and accept the liability for the payment of all fees as explained in the Insight Education Group brochure or website. I agree that payment must be made to secure enrolment.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / 2017

## PART III – DIRECT DEBIT REQUEST

(Only fill in this form if you are about to use direct debit payment method)

I authorise and request Insight Education Group, until further notice in writing, to arrange for my account (as described in SECTION 2 below) to be debited as specified. Institution identified below in SECTION 2 as instructed by me or any other amounts as instructed or authorised to be debited in accordance with the terms and conditions of the Direct Debit Request Agreement as amended from time to time.

SECTION 1 – PERSONAL DETAILS	
Title:	First Name(s):
Surname:	Contact Number:
Email Address:	
Billing Address:	

SECTION 2 – DIRECT DEBIT PAYMENT DETAILS	
<p>This authority allows the debiting of amounts payable by the Customer under the Agreement between the Customer and Insight Education Group.</p> <p>Note: Complete Option 1 or 2 based on payment method for direct debit payment. Please ensure account details are correct.</p>	
Option 1 ( <i>Payment from Bank Account</i> )	Option 2 ( <i>Payment from Credit Card</i> )
Financial institution:	Card Type (Sorry, we do not accept AMEX) <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard
Branch Name or Address:	Name on Card:
	Card Number: _____/_____/_____/_____
Account name:	Expiry Date:
	CVV (last 3 digit on back of card):
BSB number: ____ / ____	Signature of Card Holder
Account number: ____ / ____	
<i>* Direct Debiting is not available on the full range of accounts. If in doubt, please refer to your financial institution.</i>	<i>* Payments by credit card will incur an additional charge of 1% of your total bill. This charge is subject to change. The charge will appear on your next bill.</i>
Frequency: <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly <input type="checkbox"/> Upon request	

### SECTION 3 – ACKNOWLEDGEMENT

By signing below, I acknowledge that I have read and that I agree to the terms and conditions of the “Direct Debit Request Agreement” in SECTION 4 below.

Full Name

Signature:

Date

### SECTION 4 – DIRECT DEBIT REQUEST AGREEMENT

1. By signing the Direct Debit Request, the Customer authorises Insight Education Group (ABN 30 169 377 413) to arrange for funds to be debited from your Account in accordance with the Agreement.
2. Direct Debit payments will be deducted when due. Insight Education Group will not issue individual confirmation of payments made.
3. By signing this Direct Debit Request, Customer warrants and represents that he/she is duly authorised to request the debiting of payments from the account described in the Direct Debit Request.
4. If a debit payment falls due on any day which is not a business day, the payment will be made on the next business day.
5. Customer wishing to alter, defer or cancel the Direct Debit Request or to stop individual debit payment, must notify Insight Education Group in written form at least 7 days prior to the due date of the next payment.
6. Customer should be aware that the minimum enrolment period is one school term (10 weeks) and you will be liable for one term's fees regardless of the date of notification to Insight Education Group to cancel your enrolment and associated direct debit authorisations.
7. If Customer does not notify Insight Education Group of cancellation of enrolment (please refer to POINT 5 above for the minimum notification requirements), this will indicate a continuation of current enrolment at Insight Education Group for the subsequent term.
8. Insight Education Group will give the customer at least 7 days' written notice if Insight Education Group proposes to vary details of this arrangement, including the amount and frequency of payments.
9. Direct debiting is not available on the full range of accounts at all financial institutions. If in doubt, the customer should check with the financial institution before completing this Direct Debit Request.

10. For all matters relating to the Direct Debit Request, including alteration, cancellation, suspension of drawing arrangements or to stop or defer any payment, or to investigate or dispute a previous payment, Customer should contact Insight Education Group at Level 2, 225B Great North Road, Five Dock, NSW 2046 or Phone: (02) 8322 8904 Mobile: 0433 999 029 info@insighteducationgroup.com.au
11. If a debit payment is returned unpaid or a transaction is declined, Insight Education Group may charge the customer a \$55 dishonour fee for each unpaid item/declined transaction. This is to cover additional administrative resources required to chase up for the declined transaction and any bank charges imposed on Insight Education Group due to the declined transaction. Insight Education Group reserve the right to cancel the Direct Debit Request at any time if drawings are returned unpaid by the nominated Financial Institution.
12. If the investigations show that Customer's Account has been incorrectly debited, Insight Education Group will arrange for the Financial Institution to adjust the Account accordingly. Insight Education Group will also notify Customer in writing of the amount by which the Account has been adjusted.
13. If the investigations show that Customer's Account has been correctly debited, Insight Education Group will respond to Customer's query by providing him/her with reasons and copies of any evidence for this finding.
14. If enrolment is cancelled by Insight Education Group due to default on payment, Customer is still liable to pay in full any outstanding invoices at the time. Once the account is paid in full, Customer can request in writing for re-enrolment.
15. Customer should ensure that the account details given in SECTION 2 are correct by checking them against a recent statement from the financial institution at which the account is held.
16. It is Customer's responsibility to have sufficient cleared funds available in the account to be debited to enable debit payments to be made in accordance with this Direct Debit Request.
17. All Customer records and account details will be kept private and confidential to be disclosed only at Customer's request or at the request of the Financial Institution in connection with a claim made to correct/investigate an alleged incorrect or wrongful debit or otherwise as required by law.