



# Golden Key Education-Student Enrolment Form 2019

## **Student Details**

Surname: \_\_\_\_\_

Given Name(s): \_\_\_\_\_

Date of Birth: \_\_\_\_\_

School Year Level: \_\_\_\_\_

Current school: \_\_\_\_\_

Home Address: \_\_\_\_\_

Student's Email: \_\_\_\_\_

Available date and time: \_\_\_\_\_

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\*If you are a current year 11 or 12 student, please list all your school subjects:

SACE  or VCE  or IB

Subject 1:

Subject 2:

Subject 3:

Subject 4:

Subject 5:

Subject 6:

\*If you are a current year 10 student, please list your possible subjects in year 11:

SACE  or VCE  or IB

Subject 1:

Subject 2:

**Subject 3:**

**Subject 4:**

**Subject 5:**

**Parent or Guardian Details**

**Main Contact:**

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

Relationship to Student: \_\_\_\_\_

Email: \_\_\_\_\_ (for the invoice purpose)

Primary Contact Number: \_\_\_\_\_

**Emergency Contact Details**

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

Relationship to Student: \_\_\_\_\_

Primary Contact Number: \_\_\_\_\_

**Medical Information (Please include medication needed to be taken at school)**

1. Does your child have a diagnosed medical condition, which might need first aid?

Yes  No

If yes, please circle relevant conditions:

Severe allergies, Anaphylaxis, Food Intolerance, Asthma, Joint condition, Heart condition, Seizures Diabetes, Visual Impairment, Hearing Impairment, Other (Specify)

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2. Does your child have any known food intolerance? (e.g. lactose intolerance, gluten intolerance)

Yes  No

If yes, please provide details:

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**Photograph Policy and Consent Forms**

Photographs or videos are only taken with the notification in advance of the students/parents.

All photographs are used in an appropriate context.

Any photographs or videos taken may be used as promotional material for Golden Key Education and will not be passed on to a third party.

Any pictures may be kept on our database for future advertising and promotional purposes. Only pictures or videos, which have the full consent of the participants and/or parents/guardian, will be kept for these purposes.

**Please give your consent by filling in the details below.**

I (Full name of parent/guardian)

.....

Give consent for pictures of myself /my child who is under 18 years of age.

Student's full name: .....

To be taken and used as stated above.

Signature.....

## **Golden Key Education**

### **Terms & Conditions**

#### **Fees and Payment**

- The billing process will be under the control of Golden Key Education, who shall send an invoice as soon as the student or parent has agreed on an initial tuition session, unless alternative arrangements have been mutually agreed upon in writing.
- The fees will be calculated at a rate agreed in advance between Golden Key Education and the student or parent on a per hour basis.
- Golden Key Education will provide email confirmation once the payment has been received.
- Golden Key Education reserves the right to claim back any outstanding payments.
- Up on our agreement, Golden Key Education offers either one free trial lesson (in a small group) or a free entrance test each subject. For some reasons, we may also need to make an one on one trial lesson (\$20/session).
- The full amount of payment must be paid before the due date.

#### **Information & Cancellation policy for year 3 to 7 Students-Prepaid 10-week lessons**

- Student numbers of each class are strictly no more than 7.
- Students are assigned to a class corresponding to their academic objectives and the results of their initial assessment (entry tests).
- The first trial lesson is free for all new students.
- Golden Key provides all learning materials (booklets) for both in class and after class study.
- Level 1 AC is a standard level class without acceleration. Level 2 AC provides acceleration in select areas and includes a scholarship component. Level 3 is an advanced level of AC providing broad subject matter acceleration and a scholarship component (refer to the 'sample booklets' section)
- Complimentary study support sessions during the weekdays for 10-week lesson student:
- Pitstop tutorials 4:00-5:30 pm on Tuesdays to assist with mathematics problems and homework (voluntary participation)
- Pitstop tutorials 4:00-5:30 pm on Thursdays to assist with English writing tasks and homework (voluntary participation)
- Obligation free 'Pay As You Go' sessions: \$35 per hour
- Prepaid 10-week package: \$28 per hour (total session time of no less than 3 hours per week)
- Prepaid 10-week 'early bird' package: \$26 per hour (total session time of no less than 3 hours per week)

- The deadline for early bird registration for the following term will be published no earlier than three weeks prior to the commencement of the following term.
- Materials (booklets) is included in the tuition fee. No extra fee is required.
- Prepaid 10-week sessions must be used in succession over a continuous 10-week period (excluding holidays). Any sessions that are not used within the current term will be automatically transferred to the following term.
- It is the responsibility of those parents who have purchased the 10-week package, early bird or otherwise, to advise Golden Key upon registration of any days within the 10-week period where the student cannot attend sessions. Golden Key will undertake best endeavours to make alternative arrangements.
- During any 10 week period, a maximum of 6 hours of cancellation is allowed. If Golden Key cannot make alternative rearrangements for any missing sessions within the 10-week period, those missing sessions can be carried over as a credit for sessions beyond the immediate 10-week period. Any cancellations over and above the 6 hours limit in any 10-week study period cannot be refunded.

### 预付 10 周课的 3-7 年级学生课程信息及条款

- 对于所有课程的班组，金钥匙严格限定不超过 7 人的精品小班。
- 金钥匙按学生入学测试成绩以及参加培训的目的设有不同组合和级别的课程。
- 第一节课设为免费试听课。
- 金钥匙为学生免费提供所有课上及课后学习资料 (booklets) 及设备。
- Level 1 AC 为基础班，不加速；Level 2 为 AC 纵向加速中级班或 ACER 中级班；Level 3 为 AC 纵向加速精英班或 ACER 精英班（请参阅‘课程资料展示’部分）。
- 金钥匙为报名 10 周课的学生免费提供：
  - 每学期周二下午 4 点至 5 点半 数学作业辅导答疑（可自愿参加）
  - 每学期周四下午 4 点至 5 点半 英语作业辅导答疑（可自愿参加）
- 按每节课付费：每小时\$35
- 按每 10 周课付费：学费每小时\$28 (所报课程每周不少于 3 小时)
- 按每 10 周课付费且提前报名：学费每小时\$26 (所报课程每周不少于 3 小时)
- 提早报名时间截止为每学期的第 7 周的周日，或在当前的 10 周课程周期结束的三周前报名。
- 所有课程的学费均含资料费，且无任何额外费用。
- 10 周的预付课程指每学期连续的 10 个学校的学习周 (school weeks)，不包括假期课程。一个学期内未用完的 10 周课程预付款可自动转移到下一个学期 (term)。比如，家长从本学期的第三周报名参加为期 10 周的金钥匙课程，学习周期会在下个学期的第三周结束。
- 家长在报名时需说明所报的 10 周课程内是否有某节或某日的课不能参加。以便校方提前为学生做出相应的调整方案。
- 10 周的课程正式开始后，我们允许学生因故取消 6 个小时的课程。如校方不能进行另行安排，所缺课程将会向后顺延至 10 周后。但如请假次数超过 6 个小时的课程，校方不做另行安排且不做退款。

## Information & Cancellation policy for year 8 to 12 Students

*(Including Obligation free 'Pay As You Go' year 3 to 7 students)*

- If a student needs to cancel or change a lesson temporarily (less than 24 hours before the lesson starts) **one hour's full tuition fee** will be charged.
- Students should remember their class schedules and arrive on time. Golden Key Education has no responsibility to remind those students who have enrolled in our weekly group class. If a student is unable to attend please notify Golden Key staff at least 24 hours in advance. Otherwise, one hour's full tuition fee will be charged.
- If the Golden Key Education needs to make a change to the class timetable temporarily, our staff will notify students at least 24 hours in advance.
- If a student needs to apply for an one-on-one lesson please contact Golden Key administrator or Mr. Pan **at least three days in advance** to confirm their session time.

### 8-12 年级课程取消条款（包含按每节课支付的 3-7 年级学生）

- 对于所有临时取消或更改课程的情况(课前 24 小时内), 校方均收相应一小时的费用。
- 对于每周固定参加小组课的学生, 校方不做提醒或确认。请学生记好时间并须准时参加。如需请假请提前 24 小时通知校方。否则校方均收相应一小时的费用。
- 如校方需调整或更改上课时间, 校方会提前 24 小时通知学生。
- 对于所有申请一对一课程的学生需至少提前三天与金钥匙管理员或潘校长确认上课时间。

## General Issues

- Students are recommended to download the 'WeChat' App from the student's mobile, so that we can set up a Golden Key Group Chat between teachers and students. Students may ask questions, upload and download homework etc. **Parents may also be invited in the group chat when it is necessary. However, students and parents are not allowed to contact with our teachers privately in any way.**
- **All students are required to complete the required homework after each lesson. Subject teachers will check students' homework on a weekly basis. The first 15 minutes (per week) of one-piece assignment checking or answering questions is free.**
- **Online Assessment Drafting\* or an extra lesson may be arranged during the weekdays if a student has more questions on their study or needs extra helps on their school assignments etc. (\*refer to the attached tuition fee list)**
- Students are recommended to arrive at Golden Key at least five minutes before the class starts.
- If a student arrives late to his/her class and the teacher is unable to reschedule or extend the lesson will end at the original scheduled time and the class fee will not change.
- If a teacher is sick or unable to come for any reasons, we may arrange a relief teacher for

the class. However, if the student or parent is dissatisfied with the class and rearrangement, please contact Mr. Pan within 24 hours after class.

- Sometimes a lesson may need to extend around 10 minutes due to some unexpected circumstances, please wait patiently for class to finish.
- Parents are required to wait outside the classroom to ensure there are no unnecessary disruptions to class.
- Students and parents are required to ensure that students sign in at the front desk each time when they arrive and leave. Registered times are the actual arrival and departure time (not the beginning and end times of class).

### 其它事项

- 金钥匙的管理团队会为每一位学生建立与老师间的微信群，以便问题得到及时的解答。并且老师和学生可通过微信群方便的进行上传和下载作业及教学资料。需要时，家长也会被邀请加入微信群。但学生或家长不可与金钥匙老师进行私信或加其为微信好友或以除电子邮件外的任何形式进行私下联系。学生以及被邀请的家长可用微信群和邮件与金钥匙老师进行学术相关交流。需要时，金钥匙管理团队可为家长预约与老师会面的时间。
- **所有学生需按时按量完成每周作业。金钥匙老师有义务为学生检查作业并反馈。但如学生问题较多（超过 15 分钟的解答时间），老师会建议学生安排一次一对一的辅导课或老师进行作业批注（Assessment Drafting）请参阅价目表。**
- 建议学生至少在课前五分钟到达学校。
- 如果学生迟到，且老师无法进行重新安排或延时，课程会按照预定时间结束，且当节课费用维持不变。
- 如老师生病或因任何原因临时请假，我们可能会安排金钥匙其他任课老师代课。但如果学生或家长不满意校方安排，请在课后 24 小时内联系潘校长。
- 课程可能会有 10 分钟左右的课时延长，请之后上课的学生耐心等待。
- 为保证学生上课的质量，请家长在教室外进行等待。
- 家长需确保学生在学校等待期间不外出；如学生自行外出，本校将不承担任何后果。
- 学生和家长需确保学生每次到达和离开时在前台进行登记，登记时间为实际到达和离开的时间（而非上课或下课时间）。

Golden Key Education reserves the right to alter these terms and conditions.

***I have read and agree to this terms and conditions.***

**Student/Parent's name:**

**Signature:**

**Date:**

