

Happy English PTY LTD
ABN: 486 614 423 79

Tutoring and Enrollment Policy

Contacts(SMS preferred)

Teaching: 0439547001

Administration(fees and scheduling): 0423002106 or Wechat: Happy English Tutoring

Booking Policy

Our private tutoring policy is as follows:

- Bookings can be arranged during weekdays after school or on Saturdays and school holidays.
- Sessions must be at least 1 hour.

Enrolment Policy

1. Students are expected to:

- Complete all given homework
- Attend all scheduled classes
- Bring their own resources to the class: pens.
etc. Happyenglish will provide two A4 exercise books
Laminated writing guides will also be provided. It is the students responsibility to take care of them. If they need to be replaced, then they will cost \$20 each
- Behave in an appropriate manner to both teachers and other students

2. Enrolment is subject to approval by Happyenglish and no dispute will be entered into should enrolment be refused or discontinued. Happyenglish reserves the right to discontinue tuition for any reasonable cause.

2.a The use of Chatgpt or any other device/service to do the homework will be treated as a severe violation and will result in removal from the class.

3. All fees are to be paid before the class starts and are for the whole term. For current students, the fees for the next term must be paid by end of the current one. An additional small printing fee per semester will be required to cover printing costs.

4. All communication regarding scheduling and fees must be done via SMS.
Verbally informing the teacher is not sufficient.

5. A student may cancel scheduled classes with at least 8 hours notice prior to the scheduled class time. Fees will not be refunded nor credited; however homework will be sent to be completed by the student.

Cancellation must be done by SMS message to 0439547001.

6. Every class requires prior planning and preparation ,so scheduled classes that are not attended without 8 hours prior notice will be charged without homework.

7. When students are absent from the class, there is no option to watch the lesson online. HappyEnglish is a premium tutoring service, so the lessons are delivered face to face.

8. If the student comes late to the scheduled class, the time will be calculated according to the scheduled time.

9. Written assignments can be proofread before hand in; however, time is limited and conditions apply at the discretion of the teacher.

10. At the end of class, students are to be collected by their parents/carer. Happyenglish will not supervise nor accept responsibility for students outside of class times.

11. If the student is sitting Naplan or a scholarship test, proof of enrolment in the test must be given by the closing date. Failure do so will result in the student not participating in the final phase of preparation. Each student is entitled to one test preparation, such as BSHS, Acer etc. It is the responsibility of the parents to decide which test they will prepare for. In addition, parents may be required to help with marketing during the preparation period.