



**SHICHIDA AUSTRALIA**

# Enrolment Form

## Student and Family Information

Name of Child	(First name)	(Last name)
Date of Birth		
Gender		
Name of Parents	(Mother)	(Father)
Street Address		
Suburb/Postcode		
Mobile	(Mother)	(Father)
E-Mail Address		
Home Phone	( )	

<b>OFFICIAL USE</b>
Date:
Staff init:
Phone / In Person:
Comments:
SYS -
BLL -
TT -

## Other Information

How did you hear about us?

- Internet (Google/other search engine or online directory) -> Details: \_\_\_\_\_
- Social Media (Facebook/Instagram)
- Media (TV/Newspaper/Radio) -> Details: \_\_\_\_\_
- Friends -> Name of family/parent/child: \_\_\_\_\_
- Others -> Please provide more details: \_\_\_\_\_

## Availability

Campus (please circle)	<b>VIC:</b> Canterbury Chadstone Doncaster	<b>NSW:</b> Chatswood
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Time/Day	Mon	Tues	Wed	Thu	Fri	Sat
0930						0900
1100						1030
1300						1200
1430						
1600						

For your reference - first payment:

- Enrolment Fee: \$50.00
- Program Fee: \_\_\_\_ x \$60.00 or \_\_\_\_ x \$77.00(Primary School Program)
- Discount\*:  5%  10% (\*conditions apply)
- TOTAL: .....

## Payment

Card No.:

Name on Credit Card ..... VISA/MASTER

Exp Date ...../..... CVC..... Signature.....

## Agreement

By signing this document, I hereby:

- Confirm the above information is accurate and true
- Agree to follow and adhere to the policies, terms and conditions stipulated by Shichida Australia P/L
- Authorise the automatic processing from the above account for Shichida Australia P/L to debit amounts from this account each term in full, inclusive of additional fees and charges where applicable, when due.

Name..... Date..... Signature.....



## Terms and Conditions:

### 1. Personal Information

SAPL will protect the personal information we collect about you and your children by maintaining physical, electronic, and procedural safeguards. We will not disclose any of the above information that we collect to affiliates or third parties without your consent.

You will notify SAPL of any changes to your information provided on the enrolment form.

You give permission to SAPL to use the email address provided to contact you regarding account issues and updates with service newsletters and information.

### 2. Payment

SAPL will send an email to notify all customers 2 weeks prior to the date of debit. Payment will be processed between week 5-week 7 of each term for the following term.

It is your responsibility to make sure that there are sufficient funds in your account on the due date. Should your payment be dishonoured, the amount remains due and payable. In addition, an administrative fee of \$20.00 will be charged for the failed or late payment.

You will inform SAPL of any payment detail changes 7 days in advance prior to each deduction.

You understand the SAPL fee schedule and agree to pay all fees incurred. You agree to pay any relevant additional charges including, but not limited to, late fees and price increases.

You understand the automatic payment plan with SAPL.

You understand that only informing a SAPL staff member of the intent to register without complete registration and program fees will not hold a student's placement. Full payment must be received at the time of registration. Commencement of classes is upon payment of classes.

### 3. Parents/Guardians

We are only able to accommodate one parent or guardian per child in attendance. SAPL does not assume any responsibility for the well-being and safety of minors who are left unaccompanied by a parent/carer on all centre premises.

### 4. Siblings

To ensure that SAPL offers the best educational environment for all families, siblings under 2-years-old in attendance is granted, providing there is minimal disruption to the class. Instructors reserve the right to request parents remove siblings if a disruption occurs.

Siblings above 2-years-old or multiple siblings are not allowed to be in attendance.

### 5. Cancellation of Instruction/Change of instructor

SAPL reserves the right to withdraw any course or level of instruction, or to change an instructor for any lesson at any time without notice or liability.

For any classes in Mandarin/Japanese, in the event of absence of instructor due to illness or personal emergencies, the class may be conducted in English.

## 6. Absences

There can only be a **maximum** of 2 replacement classes per student in any one term.

All absences (for both usual classes and replacement classes) are to be reported **prior to the commencement of class**.

All replacement classes must be attended within the term in addition to the student's regular scheduled class.

Replacement classes are subject to availability and **no refund or credit** will be given in the event you cannot attend the times offered. Booked replacement classes may also be rescheduled by SAPL in the event that the class becomes full due to new enrolments. Customers will be contacted in advance with alternate replacement class times.

There is **no refund or credit** given for classes missed.

Reporting of absence can be done via email (absence@shichida.com.au) or by contacting us via telephone.

There will be no rescheduling in the event that:

- You do not report your absence within the stipulated time.
- You do not attend the replacement class scheduled.
- You do not book in within the stipulated time.

You agree to inform SAPL of any absence as soon as possible.

You agree to keep your child from attending the Program should they be suffering from any infectious or contagious diseases. SAPL reserves the right to deny entry to any student arriving at the centre with demonstrated symptoms.

Exceptional circumstances, that is lessons missed following the closure of school due to an event outside Shichida Australia Pty Ltd control (e.g. Pandemic, flooding etc.) will not be made up for or refunded.

## 7. Suspension of Students

SAPL reserves the right to suspend students/families for non-payment of tuition or inappropriate conduct. We expect all students, parents and teachers to treat each other with respect and consideration.

## 8. Photos and Videos

No photos/videos can be taken during class. In the event that SAPL is made aware of this breach of conduct, SAPL reserves the right to expel the student/family.

## 9. Withdrawal from classes

The centre manager must be notified in writing of your intention to withdraw. A minimum notice period of 1 month must be given prior to the next payment date, if that payment is to be stopped. Otherwise, the next term fee will be deducted in full and a cancellation fee of \$20.00 will apply. No refund will be given.

## 10. Price increases

One month's notice will be given in writing of any price increases. The new charge will not be debited by SAPL until one month's notice has been given.

## 11. Changes to conditions

The above terms and conditions may be changed at the discretion of management. One month's notice will be given in writing detailing any such change.

<p>To be completed by SAPL:</p> <p>Shichida Australia Pty Ltd has received \$ _____ for Enrolment and/or Program Fees.</p> <p>Name of child: _____ Name of parent: _____</p> <p>Date Received: _____</p> <p>Name/Signature of authorised personnel: _____</p> <p><b>Details of 1<sup>st</sup> class: (Campus) Canterbury / Chadstone / Doncaster / Chatswood</b></p> <p><b>Date</b> _____ <b>(Day)</b> _____ <b>(Time)</b> _____</p>	<p><b>Term Dates:</b></p> <p><u>VIC 2017</u></p> <p>Term 1: 30<sup>th</sup> January to 1<sup>st</sup> April 2017 (9 weeks / 8 weeks for Mon classes) Term 2: 18<sup>th</sup> April to 1<sup>st</sup> July 2017 (11 weeks / 10 weeks for Tues classes/ 9 weeks for Mon classes) Term 3: 17<sup>th</sup> July to 23<sup>rd</sup> September 2017 (10 weeks) Term 4: 9<sup>th</sup> October to 22<sup>nd</sup> December 2017 (11 weeks / 10 weeks for Mon and Tue classes)</p> <p><u>NSW 2017</u></p> <p>Term 1: 30<sup>th</sup> January to 8<sup>th</sup> April 2017 (10 weeks) Term 2: 24<sup>th</sup> April to 1<sup>st</sup> July 2017 (11 weeks / 10 weeks for Mon and Tues classes) Term 3: 17<sup>th</sup> July to 23<sup>rd</sup> September 2017 (10 weeks) Term 4: 9<sup>th</sup> October to 16<sup>th</sup> December 2017 (10 weeks)</p>
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