



116 Beach Road Batemans Bay NSW 2536
PO Box 707 Batemans Bay NSW 2536
02 4472 8028 admin@in2ition.com.au
www.in2ition.com.au
ABN 73 302 297 617 ACN 082 957 855

ADMINISTRATION POLICY

Administration Fee

At the time of enrollment, an annual charge of \$25.00 (GST inclusive) per student will be applied.

Missed Sessions

Students are expected to attend all lessons while they are enrolled. If a student cannot attend or fails to attend the session, a make up session will be scheduled for the first Friday of the missed session or no later than the following Friday. If the student fails to attend the scheduled make up lesson, the lesson will be forfeited. Refunds will not be given in this instance.

If a student is unable to attend we appreciate parents or guardians contacting the Centre to organise a make up lesson immediately.

Payment Policy

There are NO credits or refunds available at In2ition Achievement Centre.

All fees and charges are payable in advance of the commencement of tutoring. A late fee will be incurred if payment is not received by the end of the school Term.

In2ition Achievement Centre reserves the right to pass any delinquent account onto a debt recovery agency. All accounts not paid in full 30 days after the completion of the term will be sent to a Debt Recovery Agency.

Behaviour

Students are expected to be well - behaved while in the Centre. No disrespect to other students or staff will be tolerated and may result in a student being asked to leave if poor behaviour continues. This ensures that all students at In2ition feel safe, comfortable and happy.

Personal Information

Every student attending In2ition Achievement Centre is required to provide personal details for enrollment. This includes signing our enrollment and account terms and conditions form. This information will be kept confidential and will not be passed onto any third parties.

Use and Disclosure of Personal Information

Student information provided is used for a variety of purposes including administration, surveys and promotional campaigns. All of these activities are conducted in house and will not be given to a third person unless required by law or the parent/ guardian has given In2ition permission in writing.

In2ition Achievement Centre reserves the right to use these photos, names and results for promotional purposes unless otherwise informed in writing of student or family's opposition.

B Cause learning should **B** fun