



# ADELAIDE TUITION CENTRE

*incorporating...*



**Essentials**  
education.

Essentials publications  
Weekly tuition  
Year 11 revision seminars  
Counselling in motivation  
and study skills  
Academic excellence since 1980

**Adelaide Tuition Centre**  
21 Fourth Street  
Bowden SA 5007

Office hours  
9am to 5pm, Monday to Friday

Phone – 0408 084 990  
Fax – 08 8241 5597  
privatetuition@adelaidetuition.com.au

www.adelaidetuition.com.au

Dear

Thank you for your enquiry regarding private tuition.

Since 1980, the Adelaide Tuition Centre has helped more than 45,000 students from Year 3 to tertiary level achieve their personal best.

We work on three key areas:

- development of student understanding of the subject
- development of student confidence
- development of student study skills.

As private tuition is a very personal process, we endeavour to match students with tutors who suit their particular needs. Tutors need to be as much mentors as teachers. They also need to be people who are reliable and can communicate clearly. We make every effort to screen prospective tutors before we include them in our established tutor network.

On the following pages are our fees, conditions and registration form. We recommend you return the registration form and appropriate fee at your earliest convenience to expedite your tutor placement.

Yours sincerely,

Lyn De Guglielmo B.A.(Hons), Grad.Dip.T., Grad.Dip.R.E. Cert. IV. Tourism.  
Private Tuition Coordinator

## HOW PRIVATE TUITION WORKS

Our tutors are approved by a strict screening process, to ensure that we choose only qualified professionals. We then match tutors within the area you live, as private tuition generally takes place in the student's home. By arrangement, tuition can also take place at a school or public library. Lyn will contact you within 48 hours after receiving your registration form, but during busy periods it may take up to 5 business days to find a tutor who matches your specifications.

When registering for private tuition, we charge a one-off placement and first session fee to cover our time to find a suitable tutor within the area you live. After your first session, you simply pay your tutor directly at the rate applicable to your year level. Signing up for private tuition requires a commitment to either 8 hours or 10 weeks per subject. For shorter sessions (e.g. covering project reviews, UMAT, scholarship tests, etc.) please contact Lyn directly for a quote.

Sessions are defined as:

<b>Year 3 – 10</b>	<b>1 hour per week</b>
<b>Year 11 – Tertiary</b>	<b>1.5 hours per week</b>

## FEE STRUCTURE

<b>Year 3 – 10</b>	<b>Placement \$120 + first session \$55/hour (1 hour)</b> <b>= total registration fee \$175</b>
<b>Year 11 – Tertiary</b>	<b>Placement \$137.50 + first session \$65/hour (1.5 hours)</b> <b>= total registration fee \$235</b>

A \$20 discount applies to subsequent subjects booked.

## OUR GUARANTEE OF QUALITY

- We guarantee the quality and availability of your tutor for the 8 hours or 10 weeks of your enrolment.
- Your total fee is unconditionally refunded if we do not contact you with your tuition details 5 business days after receiving the registration form.
- We will provide you with another tutor if your allocated tutor does not meet your needs (see terms and conditions).

## TERMS AND CONDITIONS

- Replacement of a tutor will be organised free of charge if the request is made within 14 days from commencement of tuition. We will refund half of your placement fee if your replacement tutor does not meet your needs.
- You must give your tutor 24 hours' notice to postpone a session, or your tutor will charge you for one hour of his/her time.
- Any other changes to your tuition session time/day is entirely between you and your tutor. Keep your tutor's phone number handy. Your tutor will contact you to negotiate initial session times.
- Tuition usually occurs in your home, but can be held in the tutor's home if agreed.
- After the minimum 8 hour/10 week agreement is concluded, you are free to continue with your tutor according to any agreement of time/s you make with your tutor. Naturally we cannot guarantee your tutor's availability after the initial 8 hours/10 weeks, but it is in his/her interest to continue with you.
- As registered teachers, our tutors have met the appropriate requirements for security clearance. Non-registered teachers have provided DCSI screens.
- Individual tutor rates may vary with experience and expertise.
- If you change your first session and we have already allocated you a tutor, you will be refunded the charge for your first session. However, you forfeit your registration fee.

**RETURN THIS STUDENT REGISTRATION FORM TO US**

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Student name: ..... Gender: .....

Address: .....

..... Postcode: .....

Parent/carer mobile: ..... Parent/carer email: .....

Parent/carer name: .....

School: ..... Year: .....

Subject: ..... Current grade % .....

Subject: ..... Current grade % .....

Any special personal details we need to know? .....

.....

Registration fee enclosed:

**YEAR 3 - 10 \$175**

**YEAR 11 - TERTIARY \$235**

I agree with your conditions and understand I must take a minimum of 8 hours tuition over 10 weeks.

Your signature: .....

Method of payment (please circle):

Cash    Mastercard    Visa

Please debit my card:

Expiry date: ..... / .....    CCV: .....

Name on card: .....

\$ .....

Date: .....

**OFFICE USE ONLY**

..... Entered:

..... Paid: .....

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