

Terms and Conditions

Fees

- All fees are to be paid within 2 weeks of invoice issuance, otherwise student enrolment may be terminated thereafter.
- All fees are non-refundable nor any credit provided unless covered under “Absence / illness” and “Departure / cancellations” (see below). We strongly recommend you carefully read our Terms and Conditions before enrolment.
- All fees are subject to change.

Attendance

- All students are expected to attend all planned classes in a punctual manner.

Homework

- All students are expected to complete all given homework in a timely and organised manner.
- All homework with solutions must be marked by the student. Where questions arise in the homework, the student should discuss with the tutor.

Student behaviour / etiquette

- Whilst on the premise, all students are expected to be respectful to others and be dressed appropriately.
- Disruptive or anti-social behaviour may result in the cancellation of enrolment.

Personal information

- All students are to provide personal information (e.g. address, school, contact numbers) which are kept confidential at all times. Changes to this personal information should be informed to the office as soon as possible.
- Any misleading or inaccurate personal information may result in termination of enrolment.
- All students are to provide, upon request or otherwise, school exam results, HSC results and ATAR results. Next Education reserves the right to use the results for promotional purposes, however will consider the removal of them upon the request of the parent or guardian.

Absence / illness

- Any absence notified **less than one week** prior to a student’s planned lesson will **not** be eligible for credit to be used against future fees.
- Any absence notified within a week prior to a student’s planned lesson can be eligible to be used against future fees only if:
 - it relates to an illness of which a valid medical certificate is to be supplied at the time of notification, or
 - extenuating circumstances have arisen of which these will be considered and approved on a case-by-case basis.
- Any other absence or notification **within a week** prior to a student’s planned or non-evidenced illness will **not** be eligible for a credit and is non-refundable.
- A student or their parent/guardian **must notify Melissa** (Next Education admin) of the absence via email or text message. Please **do not** only inform the class tutor of any planned absence – this will not be accepted as a valid absence notification because Melissa is responsible for recording the absence, approving credit(s) as well as sending relevant catchup materials.
- All theory, worksheets and/or tests covered in the lesson will be emailed to the absent student prior to their next lesson. It is the student’s responsibility to review the catchup materials.

Departure and cancellations

- Any departures or cancellation needs to be notified at least 1 week prior to the final lesson. Any fee balance after the final lesson will be refunded.
- Students leaving without appropriate notification will not receive any refund of balance, as they are assumed to be absent and not departed.

Termination of enrolment

- Next Education reserves the right to terminate the enrolment of a student who has displayed disruptive or anti-social behaviour, has intentionally provided false or misleading information and/or has not adhered to any of the stated Next Principles.