

Welcome to Next Education

Top 5 tips to get the most of tutoring

- ✓ Keep your theory notes neat and organised. They are your study notes and serve as your manual for all the theory and formulas.
- ✓ Write the working out in the style that you are taught. The more you practice how to neatly structure your answers the more marks you can get at school, and it will train you to think logically.
- ✓ Always attempt all the homework and not just the easy questions. The questions at the end are designed to give you practice on harder questions which are the ones that are in exams.
- ✓ On the night or morning before tutoring, revise / redo your homework so you are prepared for the class quiz. Reminding yourself on how to do the questions is the key to retaining everything you have learned and building on it confidently.
- ✓ Treat tutoring like a sport, music or art commitment and try not to miss too much otherwise it becomes harder to catchup.

Bring your own stationery

- Have two notebooks or grid books - use one book to write all the theory notes plus class examples, and the other book to do all the homework in.
- Keep the homework sheets filed neatly into a separate folder or stick them into your homework book.
- Always bring pens, pencils, calculator, etc to class.

Help Hub – private tutor sessions for FREE!

"Help Hub" aims to provide further help and support to all our students. The Help Hub offers FREE 30 minute one-one-one sessions with one of our tutors to ask math-related questions.

We recommend booking a session to seek help regarding:

- questions relating to a tutoring lesson, including going through the homework worksheet or past topic tests,
- school homework or revising for an upcoming exam at school, and/or
- providing guidance on an assessment/assignment (note that we cannot provide solutions for these, but can provide guidance and feedback).

To get started head to our [website](#), select "BOOKINGS @ HELP HUB" from the top menu. Use the password "bardwell".

How to get more support & resources

If you have questions during the week about your homework or want more resources:

- Look back at your class notes and see if you can mimic the method shown.
- Attempt some of the class examples from your notes and then retry the homework question.
- Email your tutor directly and / or email info@nexteducation.com.au
- Book a Help Hub session

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.
- A **maximum of two credits (unpaid lessons)** will be permitted each term.
- 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.