



# Learning & Development Centre

Dyslexia Specialists

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## STUDENT ENROLMENT FORM

STUDENT'S FULL NAME: \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

School: \_\_\_\_\_ Year: \_\_\_\_\_

Parent / Guardian: \_\_\_\_\_ Parent / Guardian: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Postal Address: \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Home Address: \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Subjects for Enrolment: \_\_\_\_\_

Any further information you consider relevant?: \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

### AGREEMENT

I \_\_\_\_\_

(Print name)

Understand and agree to the conditions set out in this admin policy. I have read and understood the above regarding absences and the rescheduling of lessons. I acknowledge that the placement of my child in the Learning Centre tuition program can be forfeited if we are unable to adhere to these requirements.

\_\_\_\_\_  
(Parent/guardian signature)

Date: \_\_\_\_\_

**PLEASE CHECK THAT YOU HAVE SIGNED PAGE TWO! Thank you.**

OFFICE USE ONLY Class Code \_\_\_\_\_ Fee P/H \_\_\_\_\_ Class Code \_\_\_\_\_ Fee P/H \_\_\_\_\_

DATABASE  INVOICE  WELCOME LETTER  MAILING LIST  START DATE \_\_\_\_\_

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**AGENCY INFORMATION**

**Definition and Payment**

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“Seller” shall mean Macademe Education Pty Ltd T/A Canberra Learning and Development Centre.

“Parent / Guardian” shall mean the Parent / Guardian or any person (or persons) that agree herein to be liable for the debts of the Student on a principal debtor basis.

Time for payment for the Services shall be of the essence and will be stated on the invoice. If no time is stated then payment shall be on delivery of the Service.

At the Seller’s sole discretion, payment for approved Parent / Guardians or Persons responsible for the Account shall be made by installments in accordance with the Seller’s payment schedule.

**Default**

Interest on overdue invoices shall accrue from the date when payment becomes due daily until the date of payment at a rate of 2.5% per calendar month and

such interest shall compound monthly at such a rate after as well as before any judgement.

In the event that the Parent / Guardian’s payment is dishonoured for any reason the Parent / Guardian shall be liable for any dishonour fees incurred by the Seller.

If the Parent / Guardian defaults in payment of any invoice when due, the Parent / Guardian shall indemnify Seller from and against all of Seller’s costs and disbursements including on a solicitor and own client basis and in addition all the Sellers nominees costs of collection.

If any account remains overdue after thirty (30) days then an amount of the greater of \$50.00 or 10.00% of the amount overdue (up to a maximum of \$200) shall be levied for administration fees which sum shall become immediately due and payable.

Without prejudice to any other remedies the Seller may have, if at any time the Parent / Guardian is in breach of any obligation (including those relating to payment), the Seller may suspend or terminate the supply of Services to the Parent / Guardian and any of its other obligations under the terms and conditions. The Seller will not be liable to the Parent / Guardian for any loss or damage the Parent / Guardian suffers because the Seller exercised its rights under this clause.

**Privacy Act 1988**

The Parent / Guardian and/or the Guarantor/s agree for the Seller to obtain from a credit reporting agency a credit report containing personal credit information about the Parent / Guardian and Guarantor/s in relation to credit provided by the Seller.

The Parent / Guardian and/or the Guarantor/s agree that the Seller may exchange information about the Parent / Guardian and the Guarantor/s with those credit providers either named as trade referees by the Parent / Guardian or named in a consumer credit report issued by a credit reporting agency for the following purposes: to assess an application by the Parent / Guardian; and/or to notify other credit providers of a default by the Parent / Guardian; and/or to exchange information with other credit providers as to the status of this credit account, where the Parent / Guardian is in default with other credit providers; and/or to assess the credit worthiness of Parent / Guardian and/or Guarantor/s.

The Parent / Guardian consents to the Seller being given a consumer credit report to collect overdue payment on commercial credit (Section 18K(1)(h) Privacy Act 1988).

The Parent / Guardian agrees that personal credit information provided may be used and retained by the Seller for the following purposes and for other purposes as shall be agreed between the Parent / Guardian and Seller or required by law from time to time: provision of Services; and/or marketing of Services by the Seller, its agents or distributors in relation to the Services; and/or analysing, verifying and/or checking the Parent / Guardian’s credit, payment and/or status in relation to provision of Services; and/or processing of any payment instructions, direct debit facilities and/or credit facilities requested by the Parent / Guardian; and/or enabling the daily operation of Parent / Guardian’s account and/or the collection of amounts outstanding in the Parent / Guardian’s account in relation to the Services.

The Seller may give information about the Parent / Guardian to a credit reporting agency for the following purposes: to obtain a consumer credit report about the Parent / Guardian; and or allow the credit reporting agency to create or maintain a credit information file containing information about the Parent / Guardian.

I certify that the above information is true and correct. I authorise the use of my personal information as detailed in the Privacy Act clause. I have read and understand the PAYMENT TERMS AND CONDITIONS (above of attached) of Macademe Education Pty Ltd T/A Canberra Learning and Development Centre which form part of, and are intended to be read in conjunction with this Student Information Form and agree to be bound by these conditions.

**GUARANTEE**

If this agreement is executed, as the person responsible for payment on behalf of the Parent / Guardian I guarantee the due and punctual payment of all monies payable under this agreement. This Guarantee and Indemnity shall constitute an unconditional and continuing guarantee and indemnity and accordingly shall be irrevocable and remain in full force and effect until the whole of moneys owing to the Seller by the Parent / Guardian and all obligations herein have been fully paid satisfied and performed.

**IMAGES**

**Please notify us in writing if images of student; for the purposes of internal and Web Page display are not granted.**

**SIGNED:** \_\_\_\_\_ **PRINT NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_