



Our Students. Our Passion.

NAM QUANG TUITION CENTRES AUSTRALIA

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Web: [www.nqt.com.au](http://www.nqt.com.au)

VIC: Burwood East, Footscray, Keilor Downs, Hampton Park, Preston and Springvale.

NSW: Bankstown & Cabramatta

QLD: Inala

# NQT STUDENT ENROLMENT FORM

## **Student Details (ALL details must be completed):**

First Name: ..... Surname: .....

(Tên Học Sinh)

Year Level: ..... Date of Birth: ...../...../..... Gender: Male / Female (Circle one)  
(Lớp) (Ngày Sinh) (Phái Tính): Nam / Nữ

Address: .....  
(Địa Chỉ)

..... Postcode .....

Home Ph: ..... Mobile Ph: .....  
(Điện Thoại) (Di Động)

Email: .....

## **Approval:**

Parent/s or Guardian/s Full Names: .....  
(Tên Cha Mẹ)

Driver's Licence Number: ..... **(MUST BE SIGHTED BY SUPERVISOR)**  
(Số bằng lái xe)

***NOTE: Fees paid are non-refundable.***  
(Học phí trả rồi không hoàn lại.)

I give permission for my child to attend Nam Quang Tuition classes.  
(Tôi Cho phép con tôi được học tại Trung Tâm Dạy Kèm Nam Quang.)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## **Office Use Only:**

Student ID:

Class Type: \_\_\_\_\_ (e.g. Selective, Term 2, etc.)

NQT Year Level: \_\_\_\_\_ (e.g. Grade 1, 5/6 Selective, VCE Maths etc.)

### **Branch**

(VIC):  Burwood East  Footscray  Keilor Downs  Springvale Heatherhill  
 Springvale NQT  Preston  Braybrook  Hampton Park

(NSW & QLD)  Bankstown  Cabramatta  Inala (Brisbane)

Session Time:  Sat AM /  Sat PM /  Sun AM /  Sun PM /  Mon PM /  Tue PM /  Wed PM /  Thu PM

Staff Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE:** Students are only permitted to commence Nam Quang Tuition classes once all of the above information is completed correctly

## STUDENT MEDICAL DETAILS

### MEDICAL CONDITION DETAILS:

Does the student suffer from any of the following impairments? (tick)	Hearing: <input type="checkbox"/> Yes <input type="checkbox"/> No	Vision: <input type="checkbox"/> Yes <input type="checkbox"/> No
	Speech: <input type="checkbox"/> Yes <input type="checkbox"/> No	Mobility: <input type="checkbox"/> Yes <input type="checkbox"/> No
Does the student suffer from Asthma? (tick) If No, please go to the Other Medical Conditions section	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does the student have special needs:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Please describe:		

### ASTHMA MEDICAL CONDITION DETAILS:

Answer the following questions **ONLY** if the student suffers from any **asthma** medical conditions.

<b>Please indicate if the student suffers from any of the following symptoms: (tick)</b> <input type="checkbox"/> Cough <input type="checkbox"/> Difficulty Breathing <input type="checkbox"/> Wheeze <input type="checkbox"/> Exhibits symptoms after exertion <input type="checkbox"/> Tight Chest	<b>If my child displays any of these symptoms please: (tick)</b> Inform Emergency Contact <input type="checkbox"/> Yes <input type="checkbox"/> No Administer Medication <input type="checkbox"/> Yes <input type="checkbox"/> No Other Medical Action <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify:
<b>Does the student take medication? (tick)</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Name of medication taken:</b>
<b>Is the medication taken regularly by the student (preventive) or only in response to symptoms? (tick)</b> <input type="checkbox"/> Preventative <input type="checkbox"/> Response	
<b>Indicate the usual dosage of medication taken:</b>	<b>Indicate how frequently the medication is taken:</b>

### OTHER MEDICAL CONDITIONS

<b>Does the student have any other medical condition? (tick)</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify:	
Symptoms:	
<b>Does the student take medication? (tick)</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Name of medication taken:</b>
<b>Is the medication taken regularly by the student (preventive) or only in response to symptoms? (tick)</b> <input type="checkbox"/> Preventative <input type="checkbox"/> Response	
<b>Indicate the usual dosage of medication taken:</b>	<b>Indicate how frequently the medication is taken:</b>

## STUDENT EMERGENCY CONTACTS

This section should **ONLY** be filled out if **THIS** student has emergency contacts other than the Prime Family Emergency Contacts.

	Name	Relationship (Neighbour, Relative, Friend or Other)	Language Spoken (If English Write "E")	Telephone Contact
1				
2				



# Fees Payment Policy at NAM-QUANG Tuition Centres (Updated: 17<sup>th</sup> January 2012)

## **Payment of Fees**

1. Tuition fees are payable for each term or 10-week block in advance only and payments are governed by as follows:
  - (a) The fees and/or charges specified to these terms and conditions, and any other fees or charges notified by NQT by prior written notice from time to time (“the Fees”) must be paid in advance for each TERM:
  - (b) **ALL payments must be made in FULL and ON TIME in order to obtain any special offers or discounts made available by NQT.** Existing Students are required to pay the full term’s fees at re-enrolment, irrelevant to when the student starts attending classes.

If you have notified NQT of your child’s term start date at least 2 weeks in advance, you will be charged at a pro-rata rate. New students will pay the term’s fees at enrolment, at a pro-rata rate to when the student starts attending classes.
  - (c) Parents MUST sign the consent section of the Application Form and provide NQT staff with Photo Identification at the time of Enrolment.
  - (d) **A LATE FEE of \$5 for administration costs will be charged to each student that does not pay their fees in an appropriate time frame.** If you receive a Fee Payment Reminder Letter from NQT, your fees will be defined as being late, and this fee will apply. Every additional Reminder Letter will also incur additional Late Fee costs.
  - (e) **Term payments of the Fees CAN NOT be spread over a number of weeks or any other period of time - the full amount of the Fees must be paid in FULL on or before the first day of the term,** failing which NQT reserves the right to suspend provision of classes or services to the Student in the absolute discretion of NQT.
  - (f) The Fees quoted are exclusive of and do not include any Goods and Services Tax (“GST”) that may be payable in relation to the provision of the classes or services unless otherwise stated, and in the event that GST is payable, the Student or their parents or guardians must pay to NQT an additional amount equal to the amount of any GST payable by the supplier of those classes or services.
2. Any special prices and/or offers which may be offered by NQT are quoted PER STUDENT, and PER TERM.
3. **All payments of the Fees are non-refundable and the Student will lose their payments if they FAIL to attend lessons which have already been paid for.** There will be no cash refunds for fees paid under any circumstances. We may offer credits to customers on a case-by-case basis, as determined by NQT Management. Credits will not be offered for customers who simply “change their mind”.
- (4) **If the Student is absent, the Student can attend a make-up lesson during an alternative day or session time** so they do not miss out on the work in classes for which they will be absent.
- (5) **The Student and/or the Parents or Guardians of the Student must retain their original receipt of payment** of the Fees issued by NQT at all times in order to verify and track payment of fees.
- (6) Other administration fees may apply as determined by NQT Management in the execution of this fee policy.
- (7) From 12/3/2011, upfront TERM FEE payments made by using a credit card will attract a surcharge of an additional 1.5% [on Visa or MasterCard], 3% on AMEX and 4% on Diner’s Club of the total invoice amount.
- (8) From 12/3/2011, FEE payments which are made on a weekly, fortnightly or monthly basis on our direct debit facility will attract an additional fee of \$1 per successful direct debit.
- (9) NQT reserves the right to increase fees without prior notice.
- (10) NQT does not provide **free trial classes**.