

# Student Enrolment Form

\*Please type and print immediately if you want to save your changes to this form.



## Student Details

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Date of Birth: \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_ Gender: Male / Female Year starting school: 20\_\_\_\_

## Parent/Guardian Details

Parent/Guardian 1:

First name: \_\_\_\_\_ Surname: \_\_\_\_\_

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

Work Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Parent/Guardian 2:

First name: \_\_\_\_\_ Surname: \_\_\_\_\_

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

Work Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Address: as above, if not \_\_\_\_\_

## Emergency contact/Authority to collect child when guardian is not able

Contact 1:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relation to child: \_\_\_\_\_ Mobile: \_\_\_\_\_

Contact 2:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relation to child: \_\_\_\_\_ Mobile: \_\_\_\_\_

Contact 3:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relation to child: \_\_\_\_\_ Mobile: \_\_\_\_\_

## Medical information

Does your child have medical conditions / allergies / additional needs? No Yes \_\_\_\_\_

Please provide more information e.g. Action plan \_\_\_\_\_

\_\_\_\_\_

**Early Learning program** (Minimum 2 days/week)

Time: 9:30am to 1:00pm (days are subject to availability)

Session Days: Monday Tuesday Wednesday Thursday Friday Saturday

**Parent Acknowledgement of terms and conditions**

- Administration fee of \$50 is to be paid prior to commencement of tuition (non-refundable). In addition, a Resource fee of \$50 will be charged at the beginning of every term thereafter and must be paid prior to the term start date.
- Fees must be paid in full by **NO LATER THAN WEEK 2** of each term. Madina Early Learning may refuse admission to students who have outstanding fees, until full payment is received. Non-attendance to any scheduled classes is non-refundable. Missed classes cannot be made up later.
- Cancellation of services: If you wish to discontinue your child from Madina Early Learning, we require written notice 7 days' prior to the start of new term. Fees paid during any current term are non-refundable for Withdrawals/cancelations made during that term.
- Parents & students agree to commit to each terms start and end dates as set out by Madina Early Learning.
- Madina Early Learning is to be notified prior to class commencement if a student is not able to attend a class due to illness or any other reason.
- It is expected for all students to arrive 10min before each class and be collected at a reasonable time at the end of each class. Madina Early Learning is to be notified if children are unable to be picked up on time.
- All Students and parents are to inform Madina Early Learning of any changes to contact information.
- Madina Early Learning may choose to immediately terminate or refuse to continue a student's tuition for offensive/bad behaviour.
- While all efforts are made to keep session times and fees consistent, Madina Early Learning Session times and fees are subject to change. Should this occur every effort will be made to give adequate notice to parents and students.
- All Coarse materials & resources provided are subject to Copyright and remain the property of Madina Early Learning. You may not resell, modify or create derivative works from our content without a written permission from Madina Early Learning.

I, \_\_\_\_\_ acknowledge the information I have provided to Madina Early Learning to be correct and agree to the terms and conditions as stated above.

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