



# STUDENT & FAMILY BROCHURE

## Terms and Conditions

Please read this document carefully, and reply via email to us that you've read and understood everything in this document and agreed on all the terms and conditions.

### What are in this document

- Our Quality Tutoring Services
- How much it costs
- Relationship between student and tutor
- Conflict of interest
- Cancellation fee

We have dedicated subject tutors who can help students excel. The student will find the subject(s) much easier with the one-on-one help from our excellent and committed tutors, who were the top 5% in the recent VCE exams.

### Quality Tutoring Services

PEC is committed to provide quality tutoring services. We have quality assurance system in place to ensure that our tutors provide the best possible tutorials to your child (*Tutors are self-employed. Students are referred to tutor(s) by PEC admin.*)

PEC tutors not only know the subject(s) extremely well, but also they are professionally trained by experience teacher(s) to teach the subject(s).

- PEC tutors are committed to attend ongoing training to improve their tutoring skills
- PEC tutors provide student/family with immediate progress reports so that you can keep track on your child's learning progress
- Periodically, PEC will seek feedback from you and your child.



### How much does it cost to student/family?

There are two parts of the cost.



1. The first part is the hourly rate.

Year Level	Qualified Teachers	Professionally Trained Tutor
Primary (Prep-Gr6)	\$ 50	\$35
Secondary (Yrs 7-10)	\$ 50	\$35
VCE (Yrs 11-12)	\$ 60 per hr \$80 for 1.5hrs	\$40 per hr \$50 for 1.5hrs

Except the first tutorial, you pay to the tutor after each tutorial. The hourly rate for the first tutorial and the annual registration fee, which is explained as followed, must be paid to us prior to the first tutorial through credit card or cheque.

2. The second part of the cost is the registration fee that you will need to pay to us. It's \$40 per year. It works like this. After the first month, if you are not satisfied with the tutor, we can either find you another tutor or you can get your registration fee \$40 back. The registration fee is not refundable after 1 month at all circumstances. If the tutor decides to discontinue after you paid the registration fee, PEC admin will strive to find a replacement tutor but under no obligation and guarantee of success.

Failing to pay the fees on time may result in the immediate withdrawal of our tutoring service.

### How much time commitment does PEC require?

For students in yr10 or under, the time commitment is one hour per week, and 1.5 hours for VCE and tertiary students. The student must have at least **five** tutorial sessions (or agreed number of sessions with PEC) in each school term.

### Relationships between Tutors and Students

Tutors will:

- Treat student with trust, courtesy, respect and empathy in a non-judgemental manner, recognizing each student's unique qualities, differing needs and circumstances
- Keep the relationship strictly on a professional basis
- Approach their tutoring in a professional, business-like manner, being punctual and courteous

*Tutors must not solicit or accept any benefit or advantages (apart from the stated tutoring fee) from any student or family, either directly or indirectly.*

### Conflict of Interest

The family/student and tutor(s) should advise PEC of any conflict of interest which might influence relationships between the tutor and the student. It's also the tutor's responsibility to discuss with PEC admin how the conflict may be resolved, and resolve the matter, before carrying out further tutorial duties.

### Cancellation Fee

\$20



Cancellation Fee can be levied at tutor's discretion if less than 24 hours notice was given by the family/student for the cancellation of a scheduled appointment.

*Please email to us that you've read, understood and agreed everything on this document.*

I have read this document. And I understand and agree to all the terms and conditions above. I further agree that the information provided by myself sent to PEC is true and correct.



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## Tips for Students

1. Be independent. Don't rely on your tutor(s). Listen carefully in class. The teacher teaches in a systematic way. If you have questions in class, ask your teacher even though your teacher may probably have only 3min for you in class.
2. Try to attempt all school work prior to the tutorials. Your tutor is there to help you with your questions you may have, and give your advice on projects and exams, not to assist you in doing your homework.
3. Prepare the questions for the tutor(s) prior to the tutorial. It's less time efficient to go to your tutorials empty-handed.
4. Ask why. Don't just remember what your tutor(s) says to you. Understand it! Tutor is to help you with your study, and help you be an independent thinker and a life-long learner.
5. Talk to your parents about your progress on the subject(s) being tutored. Explicitly ask for their support and help you need. E.g. "I need a new calculator for maths"; "I need a quiet spot for study at home"; "I need extra nutritious food and sleep to boost my energy", etc.
6. Please visit [www.pec.com.au](http://www.pec.com.au) for more tips on study and time management



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## Tips for parents/guardians

1. Find a quiet study spot for your child. It shouldn't be at the corner of the lounge, as it's so important for your kid not to get distracted while studying.
2. Communicate with your child more often. You can find out the real support and help your child needs, as you communicate with your child. It's communicating, not just telling, ie. a two-way conversation.
3. Communicate your expectation explicitly with your child. E.g. "I can see your potential in the SUBJECT. I'll be very happy to see you try your best in that SUBJECT and improve your result by one grade up." Etc.
4. Help your child set up a goal. They need your guidance. But remember it's their goal, not yours.
5. Communicate with the tutor(s) regularly. Discuss the progress, and how the student-parent-tutor-school can work together to help your child achieve their goals.
6. Encourage your kid. Your child needs your recognition. The message is that encouragement will never fail.
7. Please visit [www.pec.com.au](http://www.pec.com.au) for more tips on study and time management