

Sensory Learning Services

Fee Structure and Terms & Conditions

Fee Structure and Payment Options:

- Standard Fee applies to any student who attends 1 session per week.
- 10% discount applies if a student has **2 private sessions** per week.
- 10% discount applies to a family if **each child** has a private session.
- Accounts will be emailed to you.
- There are 2 payment options available to you:

Payment Option A - 1 only payment to be paid in full within 14 days of invoice.

Payment Option B - 2 instalments to be paid in full before the end of term.

- Payments are only made by EFT
- If fees are not paid in full, your child will be unable to have their next scheduled session and your time may be offered to other students on the waiting list.

Terms & Conditions:

- **Every new student is charged an initial intake fee of \$180 for time spent during their first assessment session, analysing all assessment data, and provision of an initial personalised treatment plan.**
- All following tutoring sessions are charged at the standard rates:

60 min session

\$90 – Pre Service Teacher/Therapist

\$95 - Teacher

\$100 – Specialist Literacy Teacher

All 90 min sessions

\$120

- The term includes an allocated number of 60 min or 90 min sessions per week (this will be stated on your invoice).
- If a student commences tuition midway through a term, fees will be calculated on the remaining weeks of the term.
- The student will be taught the SMARTER Reading and Writing Intervention Program curriculum for the term, and the parent/ guardian acknowledges that Sensory Learning Services tutors/ teachers do not complete homework or assignments set from school.
- The parent/ guardian acknowledges that Sensory Learning Services are not accountable or responsible for the academic success or lack thereof, of the student.

- A student must be ready to begin tutoring on time and have all required equipment. No extra time will be given at the end of a session if a student is not prepared/ late.
- Sensory Learning Services are registered members of the Australian Tutoring Association and abide by the Code of Conduct which you can view on our website.
- The parent/ guardian must be home if tutoring is taking place in their home.
- A highly visible, quiet and safe area must be provided for the student and tutor to work, within the home at which the tutoring is taking place.
- Mobile phones and other electronic devices that may cause a distraction are not to be used by students during sessions.
- If, in the opinion of the tutor/ teacher, the student displays threatening or dangerous behaviour to themselves or the tutor/ teacher, the parent/ guardian will be called immediately and the tutor/ teacher will leave the home.
- The parent/ guardian acknowledges that it is the responsibility of the parent/ guardian to inform Marisa Schreier and the tutor/ teacher of any health concerns/ allergies of any kind of the student prior to the beginning of the first session.
- All students will receive a personalised treatment plan at the start of the program and an update of progress every six months.
- Tutors are always available to arrange a parent meeting during your child's scheduled session to discuss any concerns.

Cancellation Policy:

- Payment of term fees are non refundable.
- You will receive an automated appointment schedule for the term and an automated text reminder on the morning of your tutoring session – this is your opportunity to inform Marisa Schreier **and** the tutor/ teacher if your child will not be available for their session.
- If your child or your tutor, is unable to attend a lesson due to illness or personal/ school commitments, all efforts will be made to offer you a face to face make up session or **an online session**.
- Any **after school session** that is cancelled with **less than** four (4) hours notice will not be rescheduled.
- When more than four (4) hours notice has been given, a session can be rescheduled.
- Notice of a cancellation must be given via text message to:
Marisa Schreier **and** the tutor/ teacher.
- Emails are not acceptable for cancellations – these must be **text**.
- Only **one** make up session will be granted **per term**.

- A make up session will not be offered if the tutor:
 - a) was not informed via text message
 - b) travels to the school/ home and your child is not available due to an excursion/ incursion/ sickness etc.
- A make up session will not be offered if the student does not login for their scheduled online session.
- Missed lessons are not refunded.
- In the event a student is taken out of their tutoring program (by the parent/ guardian), 50% of the remaining term fees will be refunded within 7 days.