



87 South Mall, Cork Tel: 021 4279794 / 086 7766317

### **Enrolment Procedure**

Enrolment for tuition requires a completed enrolment form and full payment of a €100 deposit. Although we schedule students in order of enrolment and make every effort to suit student preferences, scheduling of classes will depend on available time slots with the most suitable tutor.

### **Payment**

See Tuition Fees on next page.

### **Payment Policy**

- All payments are due **prior** to each term. There are a minimum of 33 weeks in the academic year. Each student will receive a schedule for his/her classes for the year upon enrollment.
- We will allow for a student to attend class for three weeks and if they feel this class is not suitable we will try to transfer the fee to a different class or give a refund minus €150.
- The €100 deposit will be deducted from the final payment.
- Students may join classes at any point during the year (fees are adjusted accordingly)

### **Attendance Policy**

Payment must be made for all classes, whether taken or missed. Make-up classes will not be given in the case of student absence. As a courtesy to the tutor, we ask that you contact us if a student is to be absent.

Should a student be missing from class for whatever reason his/her place will be retained for 3 weeks providing fees are up to date. In the event of there being no contact within this period places will be allocated to the waiting list and you will forfeit your fees.

Please note when you have been provided with a time slot it is not always possible to change as the timetable is pre-set. However we will try to facilitate a request for a permanent change.

---

Name (Print)

---

Signature

---

Date

# TUITION FEES 2017/2018

## Individual Tuition

€1,200 per year

### Payment Options

- Full amount at beginning of school year (including a 5% discount = €1,140)
- Pay by installment
  - 1<sup>st</sup> payment of €400 due on 1<sup>st</sup> September 2017
  - 2<sup>nd</sup> payment of €400 due on 1<sup>st</sup> December 2017
  - 3<sup>rd</sup> payment of €400 due on 1<sup>st</sup> March 2018
- Monthly installments – 9 (nine) monthly payments of €135 at the beginning of each calendar month via **Standing Order** only.

## Group Tuition

€800 per year

### Payment Options

- Full amount at beginning of school year (including a 5% discount = €760)
- Pay by installment
  - 1<sup>st</sup> payment of €400 due on 1<sup>st</sup> September 2017
  - 2<sup>nd</sup> payment of €400 due on 1<sup>st</sup> February 2018

## Methods of Payment

- Cash
- Cheque (made payable to Alpha Maths)
- Laser / Credit Card (in person or by phone)
- PayPal
- Electronic Funds Transfer (bank details available on request)
- Standing Order (bank details available on request)

---

Name (Print)

---

Signature

---

Date

**STUDENT REGISTRATION FORM**  
**ACADEMIC YEAR 2017/2018**

**Student Details**

Surname:	_____	First Name:	_____
Date of Birth:	_____		
Address:	_____ _____		
Telephone:	_____		
E-mail:	_____		
School:	_____	Year:	_____

**Parent Contact Details**

Name:	_____
Address:	_____ _____ _____
Telephone:	_____
E-mail:	_____

What grade are you hoping to get in the Junior/Leaving Cert? \_\_\_\_\_

Are you studying the Higher or Ordinary Level syllabus? \_\_\_\_\_

How did you hear about Alpha Maths? \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

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