

K12 Academy Terms and Conditions

- Bookings must be made for a full term (10 weeks) and full payments made in advance. Fee schedules are available in the office.
- A minimum of 4 classes need to be booked prior to commencing classes at the Academy. Each class is for a 1-hour duration. Full payment is due on booking for 4 classes, unless previously arranged with Management.
- Enrolments and payments can be made by email, in person and via our website. We accept bank transfer, eftpos, credit cards (Visa and MasterCard only) and cash (in office only). Bank details are provided on website @enrolment page.
- Part payment (in 2 instalments only) can be made in exceptional circumstances subject to approval by Management. All payments MUST be made before the 4th class concludes.
- Students MUST bring their own stationary, calculator (for high school students), and notebooks to class all the time. Relevant study materials shall be supplied by the Academy.

Class Cancellation Policy

If due to an emergency situation, a student is unable to attend classes on the scheduled day and time, it is the responsibility of the parent/caregiver to inform the Academy at least 24 hrs before the class. Failure to do so will result in a non-refundable full class fee being charged.

K12 reserves the right to cancel or reschedule classes if necessary. In the event a class has to be rescheduled, every effort will be made to find the first suitable day to accommodate the student. Should a student decide to leave the course/class anytime within the term, no refunds will be made. However, a credit will be provided to the student for next one term only and records will be kept in our database. Only in exceptional cases refund will be made - subject to approval of the Management.