

# **MindBridge Education**

## ***Parental Agreement***



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## Parental Agreement – MindBridge Education Tutoring Program

This legally binding agreement outlines the expectations, responsibilities, and consequences for students enrolled in MindBridge Education's tutoring program. This document is designed to protect MindBridge Education, its tutors, and staff from liability while ensuring a safe, structured, and productive learning environment for all students.

These terms comply with Queensland (QLD) education and consumer protection laws. By agreeing to this agreement via Google Form, parents/guardians acknowledge and accept these terms on behalf of their child. Failure to adhere to these conditions may result in disciplinary action, suspension, or expulsion from the program.

### 1. Attendance and Participation

#### 1.1. Attendance Requirements

- Parents/guardians must ensure that their child attends all scheduled tutoring sessions punctually and remains for the full duration.
- Late arrivals will not receive additional time or private catch-up explanations.
- Students arriving late must enter quietly and catch up independently without disrupting the session.
- Tutors will not repeat material for late students. Frequent tardiness (more than three times per term) may lead to disciplinary action.

#### 1.2. Absences

- Parents/guardians must notify MindBridge Education at least 24 hours in advance if their child is unable to attend a session.
- No refunds, credits, or make-up sessions will be provided for absences, including but not limited to:
  - o Illness or personal emergencies.
  - o School events, exams, or extracurricular activities.
  - o Family obligations or travel.
- If a student is absent from multiple sessions without notice, their enrolment may be reviewed and potentially terminated.

#### 1.3. Active Participation

- Parents/guardians agree to encourage their child to fully engage in all tutoring sessions, including:
  - o Completing assigned tasks and practice work.
  - o Actively listening and participating in discussions.
  - o Asking questions where necessary.
- Students who refuse to participate, disrupt lessons, or fail to engage will receive warnings. Continued misconduct may result in suspension or expulsion from the program.

### 2. Behaviour and Conduct (Parental Agreement)

MindBridge Education is committed to maintaining a safe, respectful, and focused learning environment for all students and tutors. Parents/guardians agree to support the program's behavioural expectations and understand that misconduct may result in disciplinary action, suspension, or removal from the program.

#### 2.1. Respect for Tutors and Peers

Parents/guardians acknowledge and agree that their child must:

- Treat tutors, staff, and peers with respect at all times.



- Refrain from bullying, harassment, discrimination, or intimidation (physical, verbal, emotional, psychological, or online).
- Avoid disrespectful communication, including offensive language, insults, or inappropriate jokes.
- Maintain a positive and inclusive attitude, respecting the diverse backgrounds and perspectives of others.
- Understand that any behaviour causing distress, discomfort, or harm to others will result in immediate disciplinary action.

## 2.2. Prohibited Behaviour

### 2.2.1. Disruptive Behaviour

- Talking excessively, making noises, or distracting others during sessions.
- Ignoring tutor instructions or refusing to participate in lessons.
- Engaging in non-academic activities, including unauthorized use of electronic devices.

### 2.2.2. Aggressive or Violent Conduct

- Verbal aggression, yelling, or using threatening language.
- Physical aggression, including pushing, hitting, or throwing objects.
- Intimidation of any kind, including spreading rumours or encouraging hostility.

### 2.2.3. Vandalism and Property Damage

- Defacing or damaging library property, MindBridge Education materials, or personal belongings of others.

others.

- Tampering with equipment or study materials.
- Parents/guardians may be held financially responsible for repair or replacement costs.

### 2.2.4. Possession of Prohibited Items

- Bringing weapons, illegal substances (drugs, alcohol, tobacco), or any dangerous item to sessions.
- Law enforcement may be notified in serious cases.

### 2.2.5. Inappropriate Use of Technology

- Using mobile phones, tablets, or laptops during sessions without tutor approval.
- Accessing inappropriate websites, playing games, or using social media.
- Recording, photographing, or live-streaming sessions without explicit written permission.

## 2.3. Compliance with Instructions

Parents/guardians acknowledge that their child must:

- Follow all tutor instructions regarding academic tasks, session rules, and program policies.
- Immediately comply with emergency procedures and safety instructions.
- Understand that repeated refusal to comply may result in suspension or removal from the program.

## 2.4. Consequences of Misconduct

MindBridge Education enforces a strict disciplinary policy based on the severity of the violation:

First Offence (Minor Violations):

- Verbal warning and redirection from the tutor.
- Incident documented and reported to administration. Second Offence (Repeated Minor or Single Moderate Violation):
- Formal written warning issued.
- Parents/guardians notified of the misconduct.
- Student may be placed on behavioural probation.

Third Offence (Major Violations or Continued Moderate Violations):



- Immediate suspension from the program.
- Mandatory meeting with administrators, tutors, and parents/guardians.
- If reinstated, the student will be placed on a strict behavioural contract.

#### Severe

- Immediate expulsion from the program with no refund.
- Law enforcement may be contacted in cases involving violence, illegal activity, or safety concerns.

### 3. Academic Integrity and Results (Parental Agreement)

MindBridge Education upholds the highest standards of academic integrity. Parents/guardians agree to ensure that their child takes responsibility for their own learning, engages honestly in academic work, and follows ethical study practices.

This section outlines expectations for student effort, MindBridge Education's limitations regarding academic results, and consequences of academic misconduct.

Misconduct (Harm to Others, Illegal Activity, or Repeated Violations):

#### 3.1. No Guarantee of Academic Results

Parents/guardians acknowledge that:

- MindBridge Education does not guarantee specific improvements in UCAT scores, university

admissions, or school performance.

- Tutors provide structured guidance and exam preparation, but students are responsible for their

own learning outcomes.

- Success depends on factors including student effort, attendance, application of skills, prior knowledge, and study habits.

- MindBridge Education is not liable for:

o Poor results in UCAT, school exams, or assessments. o Student dissatisfaction with tutoring services.

o Failure to meet personal or academic goals.

- No refunds, discounts, or compensation will be provided based on academic performance.

#### 3.2. Honest Effort and Academic Commitment

Parents/guardians agree to encourage their child to:

- Actively participate in all tutoring sessions.
- Complete assigned work and apply the learning strategies provided by tutors.
- Follow tutor feedback and revise study materials.
- Prepare for sessions by completing necessary pre-reading or exercises.
- Engage actively, ask questions, and seek clarification when needed.

#### Failure

- A formal warning about non-participation.
- Suspension from sessions if disengagement continues.
- Permanent removal from the program for ongoing lack of effort.

#### 3.3. Prohibited Academic Misconduct

##### 3.3.1. Cheating and Plagiarism

Parents/guardians acknowledge that their child must not:

- Submit someone else's work as their own, including copying answers from tutors or external sources.
- Use unauthorized materials during tutoring sessions.
- Misrepresent personal academic work, such as fabricating study progress.
- Allow another student to copy or submit their work.



3.3.2. Disrupting the Learning Process Parents/guardians agree that their child must not:

- Refuse to complete assigned tasks or ignore tutor instructions.
- Mislead a tutor about coursework or assessments.
- Use tutoring time for non-academic discussions or disruptive behaviour.

3.3.3. Misuse of MindBridge Education Materials Parents/guardians acknowledge that their child must not:

- Distribute, copy, or share MindBridge Education materials without permission.
- Record, photograph, or live-stream tutoring sessions without written consent.

### 3.4. Consequences of Academic Misconduct

MindBridge Education enforces a strict academic integrity policy. Misconduct will result in: First Offence (Minor Violation):

- Verbal warning and documentation.
- Tutor intervention to educate the student on academic integrity. Second Offence (Moderate Violation or Repeat of Minor Offence):
- Formal written warning issued to the student.
- Parents/guardians will be notified.

to engage in learning may result in:

• Required meeting with a tutor or administrator. Third Offence (Major Violation or Continued Dishonesty):

- Immediate suspension from tutoring sessions.
- Possible expulsion from the program with no refund.
- Official record of academic misconduct within MindBridge Education.

## 4. Use of Equipment and Materials (Parental Agreement)

MindBridge Education provides students with access to educational materials, digital resources, stationery, and learning tools for effective tutoring. Parents/guardians agree to ensure that their child uses these resources responsibly to maintain a respectful and productive learning environment.

### 4.1. Responsibility for Resources

Parents/guardians acknowledge that their child must:

- Handle all educational materials, books, devices, and stationery with care.
- Understand that misuse, rough handling, or deliberate damage will not be tolerated.
- Not remove any materials from the tutoring premises unless explicitly permitted by a tutor.
- Not copy, redistribute, or reproduce MindBridge Education materials for personal, commercial, or

external use.

• If a student damages, loses, or misuses MindBridge Education property due to negligence, parents/guardians may be held financially responsible for repair or replacement costs.

### 4.2. Electronic Devices

Parents/guardians acknowledge that:

- Mobile phones, tablets, smartwatches, and other electronic devices must remain on silent or

switched off unless required for learning.

- Students must obtain tutor approval before using personal devices for academic purposes.
- Unauthorized device use (including texting, gaming, social media browsing, recording, or video calls)

is strictly prohibited.

- Tutors have the right to confiscate a device if it disrupts the session.

- Repeated misuse will result in parental notification and may lead to further disciplinary action.
- MindBridge Education is not responsible for lost, stolen, or damaged personal electronic devices.

Students are advised to leave unnecessary devices at home.

### 4.3. Recording and Media Use

Parents/guardians acknowledge that their child is strictly prohibited from:

- Recording, photographing, or sharing any content from tutoring sessions without explicit written

consent from MindBridge Education.

- Secretly recording or capturing media during sessions, which will result in immediate disciplinary

action, including expulsion.

- Sharing session-related content on social media, public forums, or private groups, as this is a serious

violation and may lead to legal consequences.

- Using AI tools, screen recording software, or third-party applications to replicate or distribute tutor

instruction. Violations will result in immediate removal from the program.

- MindBridge Education reserves the right to take legal action against any individual who misuses

copyrighted tutoring materials or breaches privacy laws.

## 5. Safety and Supervision (Parental Agreement)

MindBridge Education prioritizes the safety and well-being of all students during tutoring sessions. Parents/guardians agree to ensure their child follows all safety policies and procedures to maintain a secure learning environment.

### 5.1. Designated Areas

Parents/guardians acknowledge that their child must:

- Remain in the designated tutoring area for the entire session. Leaving the premises or loitering outside approved areas without permission is strictly prohibited.
- Seek tutor permission before leaving the tutoring space for restroom breaks or emergencies.
- Understand that leaving the premises without approval is a serious breach of conduct and may

result in immediate suspension or expulsion from the program. MindBridge Education is not responsible for students who leave without permission.

- Keep the tutoring space clean and organized. Disruptive behavior, littering, or vandalism will lead to

disciplinary action, and parents/guardians may be held liable for damages.

### 5.2. Supervision Limitations

Parents/guardians acknowledge that:

- MindBridge Education only supervises students during scheduled session hours.
- Tutors are not responsible for students before or after their session.
- Parents/guardians are fully responsible for ensuring their child's safe arrival and departure.

MindBridge Education is not liable for incidents occurring outside tutoring hours.

- Students must be picked up promptly after their session. Repeated late pickups may lead to program removal.



- If a student is left unattended after their session, MindBridge Education reserves the right to contact parents/guardians and take appropriate action to ensure their safety.

### 5.3. Health and Safety Reporting

Parents/guardians agree that:

- Their child must immediately report injuries, illnesses, or safety concerns to a tutor or staff member.

MindBridge Education is not liable for delayed assistance if an issue is not reported.

- In case of illness or injury, parents/guardians will be contacted immediately. Emergency services

may be called for serious cases.

- MindBridge Education is not responsible for pre-existing medical conditions.

Parents/guardians

must disclose any relevant health conditions, allergies, or special accommodations before enrolment.

- Tutors are not responsible for administering medication. If a student requires medication, it must be

managed by parents/guardians outside tutoring hours.

- In case of an emergency (fire, security threat, natural disaster), students must follow all safety

instructions and evacuation procedures. Non-compliance will be considered a serious breach of conduct.

- MindBridge Education is not liable for unforeseen incidents, injuries, or emergencies beyond its

direct control.

## 6. Privacy and Confidentiality (Parental Agreement)

MindBridge Education is committed to protecting student privacy, safeguarding personal data, and maintaining strict confidentiality regarding all information shared during tutoring sessions. Any breach of privacy or confidentiality may result in immediate disciplinary action and, where applicable, legal consequences.

### 6.1. Confidentiality Requirements

Parents/guardians acknowledge that their child must:

- Not share any personal, academic, or session-related information outside of the tutoring program, including:
  - o Personal details of other students or tutors.
  - o Discussions that take place during tutoring sessions.
  - o Study materials, strategies, or proprietary content provided by MindBridge Education.
- Not post, share, or discuss any private session content on social media, messaging platforms, or external forums.
  - Respect the privacy of other students by not discussing another student's academic progress, challenges, or personal information without explicit consent.
  - Understand that violating confidentiality rules may lead to expulsion from the program and potential legal action.

### 6.2. Data Protection

Parents/guardians acknowledge that:

- MindBridge Education complies with Queensland privacy laws, including the *Information Privacy Act*



2009 (QLD), ensuring that student records and personal data are securely stored and used solely for educational purposes.

- Personal data (e.g., student names, contact details, academic progress) will never be sold, traded, or shared with third parties unless required by law or explicitly agreed upon by the student or parent/guardian.
- Tutors are required to maintain strict confidentiality regarding student performance and any personal matters disclosed during sessions.
- Parents/guardians may request access to their child's personal records, and MindBridge Education will provide this in compliance with privacy laws.

## **7. Consequences for Misconduct (Parental Agreement)**

MindBridge Education enforces strict behavioural policies to maintain a safe, respectful, and productive learning environment. Parents/guardians agree to ensure that their child follows all program rules. Students who violate policies, disrupt learning, or engage in misconduct will face disciplinary actions based on the severity of their actions.

### **7.1. Warnings**

Parents/guardians acknowledge that:

- Minor breaches (e.g., disruptive behaviour, failure to follow tutor instructions, mild inappropriate language) may result in a verbal or written warning.
- Students will receive one verbal warning before a written warning is issued. Repeated violations will lead to further disciplinary action.
- Multiple warnings may result in behavioural probation. Continued misconduct may lead to suspension or expulsion from the program.

### **7.2. Suspension or Expulsion**

Parents/guardians acknowledge that serious violations will result in immediate suspension or expulsion, including:

- Bullying, harassment, or discrimination (physical, verbal, or online).
- Violence, threats, or aggressive behaviour toward tutors, staff, or peers.
- Cheating, plagiarism, or academic dishonesty.
- Intentional damage to property, theft, or vandalism.
- Possession of prohibited items (e.g., weapons, illegal substances).
- Recording, sharing, or publishing confidential tutoring content without consent.

Additional conditions:

- Suspended or expelled students will not receive refunds for unused sessions.
- Expelled students will be permanently banned from re-enrolling in MindBridge Education programs.

### **7.3. Financial Liability**

Parents/guardians acknowledge that:

- They will be financially responsible for any damages caused by negligence, vandalism, or intentional destruction, including:
  - o Damage to tutoring materials, books, or equipment.
  - o Property damage to library facilities or MindBridge Education resources.
  - o Theft or unauthorized removal of program materials.





- Students may be required to reimburse MindBridge Education for repair or replacement costs.
- Failure to cover financial liabilities may result in legal action.

## 8. Limitations of Liability (Parental Agreement)

Parents/guardians acknowledge and accept that MindBridge Education provides supplementary academic support and is not liable for academic performance, injuries, or personal belongings during tutoring sessions.

### 8.1. Academic Outcomes

Parents/guardians acknowledge that:

- MindBridge Education does not guarantee improvements in UCAT scores, university admission

chances, or school exam results.

- Tutors provide structured lessons and exam preparation, but students are responsible for their own

learning outcomes.

- Academic performance is influenced by external factors beyond MindBridge Education's control,

including:

- o School teaching quality.
- o Student effort and study habits.
- o Exam conditions and individual ability.
- o Health issues or other personal circumstances.

• MindBridge Education is not liable for:

o Poor academic results, failure in UCAT, school assessments, or state/national exams. o Student dissatisfaction with tutoring services.

o Failure to meet personal, school, or university admission goals.

- The tutoring program does not replace formal schooling or teacher-led curriculum instruction.
- No refunds, discounts, or compensation will be provided for dissatisfaction with academic progress.

### 8.2. Injuries

Parents/guardians acknowledge that:

- MindBridge Education is not liable for injuries sustained before, during, or after tutoring sessions

unless directly caused by gross negligence of staff.

- Students must exercise caution and follow all safety instructions provided by tutors.
- Any injury must be reported immediately to a tutor or staff member.
- MindBridge Education is not responsible for medical expenses related to injuries sustained before,

during, or after tutoring sessions.

- Participation in the tutoring program carries minimal risks, including trips, falls, or minor injuries

due to personal negligence.

### 8.3. Personal Belongings

Parents/guardians acknowledge that:

- MindBridge Education is not responsible for lost, stolen, or damaged personal belongings.
- Students are advised not to bring valuables, including:



- o Expensive electronic devices.
- o Large sums of money.
- o High-value personal items.
  - Any personal belongings brought to tutoring sessions are at the student's own risk.
  - MindBridge Education will not replace, repair, or reimburse lost, stolen, or damaged property.

## **9. Amendments to Terms and Conditions (Parental Agreement)**

Parents/guardians acknowledge that MindBridge Education reserves the right to update, amend, or modify these Terms and Conditions as necessary.

### **9.1. Updates**

Parents/guardians acknowledge that:

- MindBridge Education may update program policies, pricing, session structures, legal requirements,

or operational procedures at any time without prior notice.

- Changes may be introduced to ensure compliance with Queensland education regulations and

Australian consumer protection laws.

- Parents/guardians are responsible for reviewing any updated terms, and continued participation in

the program constitutes acceptance of the revised terms.

### **9.2. Notification of Changes**

Parents/guardians acknowledge that:

- MindBridge Education will provide written notification of significant updates via email or other

official communication channels.

- It is the parent/guardian's responsibility to ensure their contact details remain up to date to receive

important notifications.

- MindBridge Education is not liable if a parent/guardian or student fails to read, acknowledge, or act

upon an update.

## **10. Parental Acknowledgment**

By joining this program, parents/guardians confirm that:

They have read and understood the Terms and Conditions.

They accept that MindBridge Education is not responsible for their child's academic results.

They agree that their child must follow all rules, policies, and behavioural expectations.

They understand that violations may result in suspension or removal from the program without refund.