



ISLPR

LANGUAGE SERVICES

TUTORIAL Terms and Conditions

ISLPR LANGUAGE SERVICES PTY LTD ABN 83 138 312 919

- You must pay the fee when you submit this form.
- A full refund will be given if ISLPR Language Services cancels a tutorial. Due to the work required in preparation, no refund will be given for any other reason.
- If you need to change the day or time of your tutorial and you notify the Administrative Officer no later than 4:30 pm two (2) working days before your tutorial, you will need to pay an administration fee of \$50. Otherwise you must pay another full fee.
- If you arrive late, you may have to make another booking and pay another full fee.
- You must accept that tutoring does not guarantee that you will reach a desired level in a test.
- If you are in Australia on a student visa, tutoring alone does not meet requirements for student visas.
- If you are sick, you are required to contact our Administrative Officer and provide a medical certificate. If you do not provide a medical certificate, you will have to make another booking and pay another full fee.
- It is your responsibility to check your email inbox thoroughly (we do not accept responsibility for emails that are filtered to your junk inbox). If you have not received writing tasks before 48 hours prior to your tutorial, you must inform our office by phone or email.
- To book an appointment with the ISLPR Victoria Centre you must visit their website.
- Once you have made payment you must schedule your own appointment via our scheduling website: <https://www.registerblast.com/islpr/Exam/List>. Please make note of your order number and ensure you book your appointment with the appropriate tester. If you pay for a test with "any accredited tester" then try to schedule your appointment with Dr Ingram, you will have your appointment canceled without notice.

Privacy ISLPR Language Services Pty Ltd collects, stores, and uses personal information only for the purposes of administering tests, training testers, teaching, research and distributing research publications. The information collected is confidential and will not be disclosed to third parties without your consent, except when required under Australian law.