



AS VIRTUAL ACADEMY

100% ONLINE TUITION

Your guide to learning with us

For parents and students



Choose a teacher. Agree your plan.
Join your class from home.

A team around your learning



Student



Parent



Teacher



Admin

Fictional avatars illustrate these roles; they are not staff photographs.

You and your family

Share your learning needs and availability, and confirm the agreed tuition plan.

Your teacher

Prepares and teaches your lessons, with tuition matched to the agreed subject and grade.

Academy admin

Coordinates timetables, joining links and reminders. Handles tuition collection when payment is through the academy.

From enquiry to your first class

1

Share your learning needs

Tell admin the student's grade, subjects, curriculum, available times and time zone.

2

Agree your teacher and tuition plan

Confirm teacher availability, class format, duration, tuition, billing period, due date and payment recipient.

3

Complete enrolment and provide an email

Review the enrolment agreement; a parent or guardian signs for a minor. Give admin a reliable parent/guardian or student email address for class invitations.

4

Receive your class invitation

Admin schedules the class and emails an invitation containing the Google Meet joining link to the address you provided. Check the date, time zone, inbox and spam folder.

5

Need the link again? Contact admin

If the invitation does not arrive, you have access problems, or you request the link, admin can share it privately with the enrolled student or parent/guardian through the agreed contact channel.

Privacy and security: Keep invitations and class links private. Do not post them publicly or forward them to others. This helps limit access to intended participants.

Get to know your teacher

ON THE ACADEMY WEBSITE

- 1 Teacher's name
- 2 Educational qualifications
- 3 Teaching experience

Useful information, with privacy

Public teacher profiles show names, qualifications and experience. Teacher photographs and personal phone numbers are not displayed. Contact academy admin for enquiries.

Already learning with a teacher?

If your teacher joins AS Virtual Academy, all their existing students can transfer to the online platform without a student transfer charge. No recurring platform fee applies to existing students. Confirm tuition with your teacher before starting.

Student source means academy enrolment or an existing student already taught by the teacher. Both are fully online.

Know what you pay and who receives it

CONFIRM BEFORE CLASSES BEGIN

Tuition total + any agreed student charges = the amount due for your billing period.

Enrolling through the academy

Tuition is confirmed with the teacher based on the student's grade. Tuition is paid to academy admin after classes, not in advance.

Transferring with your current teacher

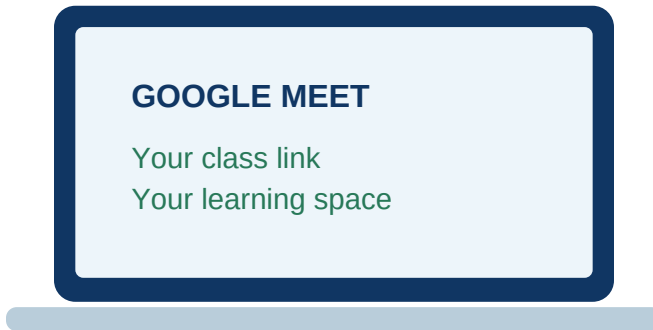
Continue paying your teacher directly after classes using your existing method. Your tuition does not switch to academy collection.

Keep the payment record clear

Check completed class dates, duration and the agreed tuition calculation. Keep receipts and verify any changed payment instructions privately.

Agree every student charge before signing; select None if no student platform fee applies. Teacher fees do not automatically become student charges.

Ready for your online class



1

Device and connection

Check your internet, microphone and camera before the session.

2

Materials ready

Have your notebook, learning materials and a quiet place to study.

3

Time and link confirmed

Check the date, time zone and joining link shared by admin.

4

Join and participate

Be punctual, listen respectfully and ask questions when you need help.

Meeting length and features depend on the host account plan. Unlimited meeting time is not promised.

Stay safe. Stay in touch.

1

Keep class links private

Use the agreed communication channels. Tell admin about unexpected contact or anything that makes you uncomfortable.

2

Agree support for younger learners

Parents and guardians should agree suitable availability and supervision before classes begin.

3

Recording needs separate permission

Enrolment does not automatically authorize recordings, screenshots or promotional use of student images or details.

4

Let us know when plans change

Tell admin about absences or connection problems. Agree rescheduling and the treatment of missed or interrupted classes. Tuition is paid after classes.

Admin may suspend access or terminate enrolment for misconduct or inappropriate behaviour, following the Student and Parent Enrolment Agreement. Safety concerns may require immediate suspension.

Let's get your plan ready

1

Student and learning details

Send admin the student's grade, subjects and curriculum or syllabus.

2

Availability and student source

Share preferred days, times and time zone. State whether this is academy enrolment or transfer with the current teacher.

3

Email for invitations

Provide a reliable parent/guardian or student email address. Admin uses it to send scheduled class invitations with the Google Meet link. Tell admin if it changes.

4

Your enrolment agreement

Review tuition, total charges, payment recipient, cancellation terms and consent. Keep a copy of the signed agreement.

5

Private help with joining

Check your inbox and spam folder. If needed, ask admin to resend the invitation or privately share the class link through your agreed contact channel.

Keep class invitations and links private to help protect everyone's privacy and security.

This booklet explains the process. Your completed agreement records your specific fees and arrangements. Illustrations show fictional people.

One class link. Two ways to join.

Use the private class link supplied by academy admin. Check the lesson time and time zone first.

COMPUTER OR LAPTOP

Open the link in your browser. Check your camera and microphone, then select **Join now** or **Ask to join**, as shown.

ANDROID, IPHONE OR IPAD

Open the class link in the Google Meet app. Check your audio and video, then tap **Join** or **Ask to join**. Wait if the host needs to admit you.

Before joining: allow microphone and camera access to use them. Use the account agreed with admin. A parent or guardian should help younger learners with setup.

Cannot enter? Check the original link and account, then contact admin. Keep the link private.

[Google Meet Help: Join a meeting](#)

Listen, speak and learn together

Computer example: Meet beside a Google document

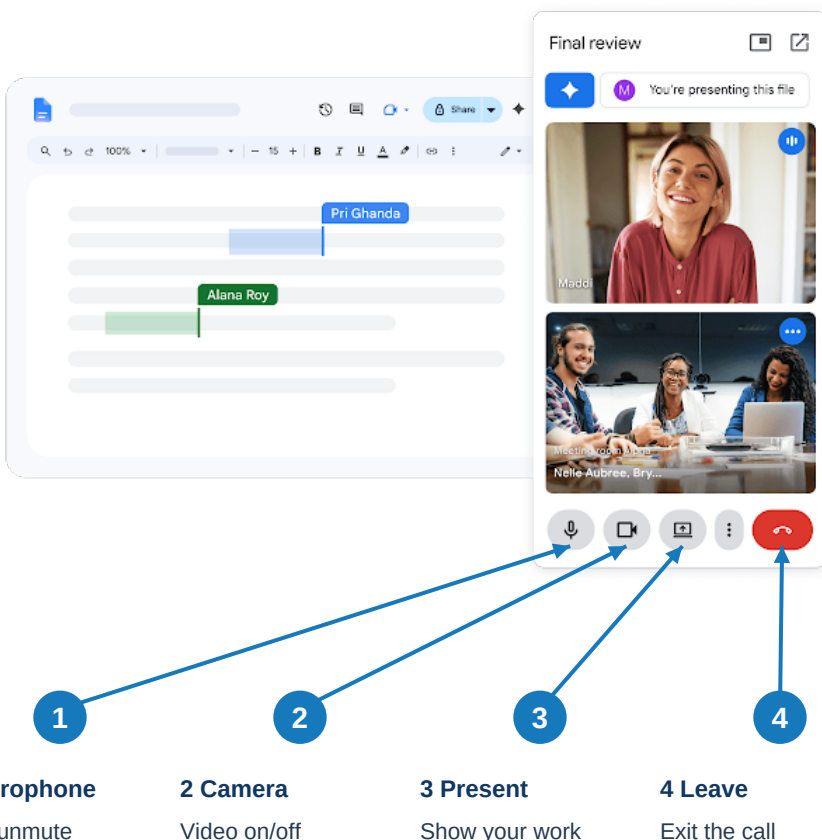


Image: Google Workspace Meet. Google example, not an academy class. Controls vary by device, app version and account.

Learning on a phone or tablet

Tap the meeting screen to reveal the controls.

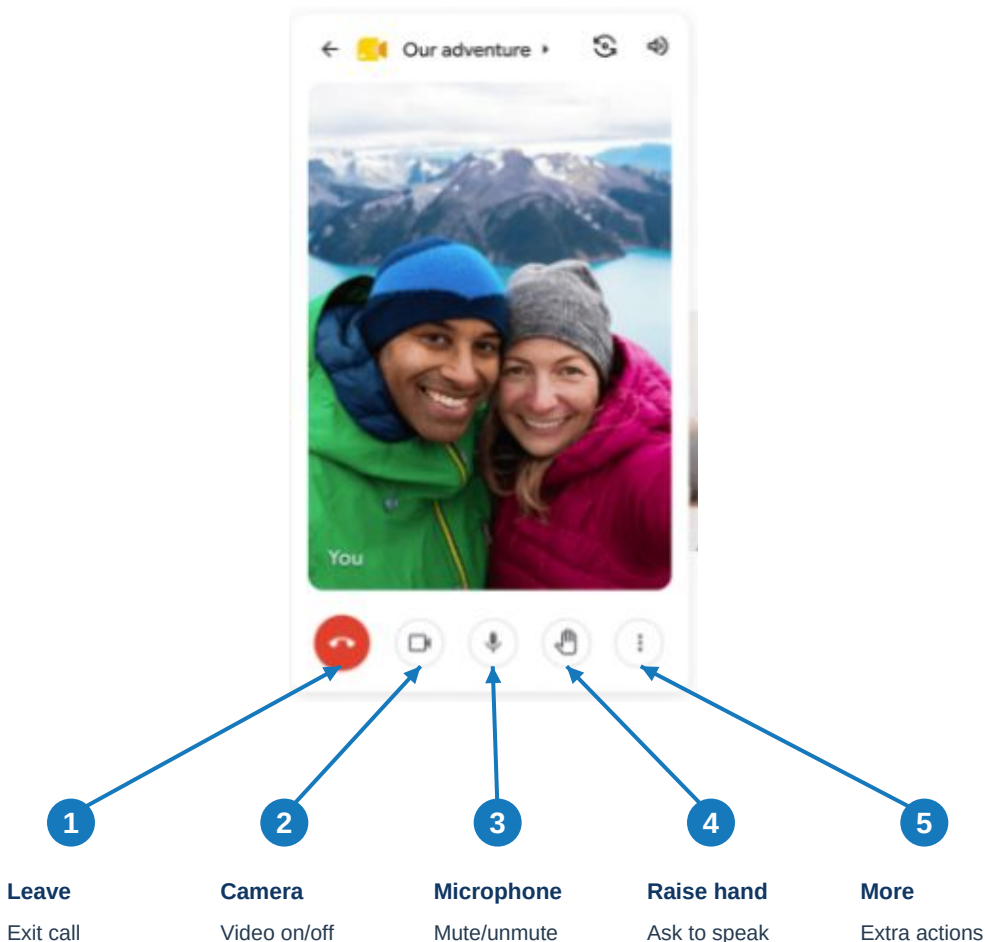


Image: Google Workspace Meet. Google example, not an academy class. Controls vary by device, app version and account.

Share your work. Ask for help.

During the lesson

Keep your microphone muted when there is background noise, and unmute to answer. Use Raise hand or chat, where available, as your teacher directs.

Share on a computer, when asked

Join first, choose Present now, select the lesson tab or window, then Share. Choose Stop presenting when finished.

Share on Android or iPhone, when asked

In the meeting, tap More > Share screen > Start Sharing. Follow your device prompt; iPhone may show Start Broadcast. Return to Meet and choose Stop sharing when finished.

Keep private information off screen

Close unrelated apps and hide notification previews before sharing. A parent should assist younger learners. Sharing may be disabled by the host.

At the end, or if something goes wrong

Leave with the red phone button when the lesson ends. If disconnected, rejoin using the same link. Tell admin about continuing audio, access or connection issues.