

School Terms and Conditions

Public Holidays / Rescheduling of Classes / Absences & Attendance

1. There will be no classes on public holidays (**Except Sunday classes**). The class will be postponed to the next class date.
2. No amendments of class timings are allowed AFTER the class had commenced. Students who wish to change their class timings BEFORE the lessons starts should notify the school at least one week before commencement date of registered class.
3. The school reserves the right to change the study programmes, academic requirements and assignment of lecturer(s).
4. The school reserves the right to **postpone** any classes **with prior notice**, if there are **insufficient students**.
5. If student(s) is/are unable to attend the class, **make-up lesson** will be provided. However, students have to inform the school **24 hours in advance** and it will be **subjected to availability**.
6. The school strictly does not provide refund for absence of lessons and discontinuation of class.
7. Certificate will only be given to students who fulfill at least **70 percent** of the attendance and achieve a **minimum score** for the respective level. (Minimum score: B1 ≥75, B2 ≥70, B3 ≥65, BC ≥60, Adv & Int ≥50).
8. Class can be postponed if more than 90 percent of the students in the class agree to skip the class (only once a whole level term is permitted) and approval from school must be obtained one week in advance.

Extra Classes / Teacher Consultation

1. In the event when the entire class requests for additional lessons due to upcoming examinations or remediation activities, the fees will be charged by per lesson basis, based on the scheduled tuition fees for that subject.
2. Additional, one-to-one consultation session with a teacher will be at a fixed hourly rate. It will be arranged and subjected to teacher's availability.
3. Please refer to the Terms and Conditions for Individual Lessons for more information.

Refund of Fees

1. As an administrative policy, **course fees are neither refundable nor transferrable.**
(Paid amount cannot be refunded, transferred to another person or exchanged into books or similar.)

Miscellaneous

Payments can be made by nets, cash, and cheque, payable to **DAEHAN EDUCATION CENTRE PTE LTD.**

I have read and understand the above policies and hereby agree to the Terms and Conditions above.

Signature _____

Date _____