

School Terms and Conditions

Public Holidays / Rescheduling of Classes / Absence & 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 changes of class timing are allowed unless the school is informed one week before the commencement date.**
3. The school reserves the right to change the study programmes, academic requirements and assignment of lecturer(s).
4. **Only secondary student(s) can register.**
5. **The school reserves the right to postpone any class with prior notice, if there are insufficient students.**
6. There will be no make-up lesson or refund provided for absence of lessons.
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: Basic 2 ≥ 70 , Basic Complete ≥ 60 , Inter & Advance Complete ≥ 50).
8. Class can be postponed if more than 90 percent of the students agree to skip the class with approval from school and one week advance notice (only once a term is permitted).

Extra Classes / Teacher Consultation

1. In the event when the entire class requests for additional lessons, additional fees will be charged.
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).
2. **Withdrawal of class is only permitted if the school is notified 1 week in advance of commencement date. However, paid fees will not be refunded and will only be kept for future class registration,**

Miscellaneous

1. Payments can be made by nets, cash, or cheque, payable to **DAEHAN EDUCATION CENTRE PTE LTD.**
DBS (Current Acc.) 005-901806-9

- I have read and understand the above policies and hereby agree to the Terms and Conditions above.
- I hereby agree to receive communications from Daehan Education Centre Pte Ltd regarding my class schedule and future promotional materials relevant to my studies.

Signature _____ (Parents/student) Date _____