

# **Student Policy Agreement**

#### COURSE REGISTRATION:

Prior to course placement, students will undergo assessment. They have the option to attend one paid trial class. Tuition fees will be calculated on a semester basis, with full payment required before the commencement of classes.

#### COMMUNICATION:

Communication at our school will primarily be conducted via email to maintain accurate records and ensure transparency. If a parent and/or student requires a phone conversation with a representative, arrangements will be made within one week based on schedule availability. Rest assured, all emails will be responded to within 48 hours.

#### CANCELLATION POLICY:

For private classes, please notify the school at least 24 hours in advance to cancel a course; otherwise, the course will be charged. To reschedule a course without incurring charges, a request must be made 24 hours in advance. In group classes, there are no make-up sessions, credits, or refunds, regardless of the reason for cancellation. Semester tuition fees are non-refundable, and courses cannot be transferred to another semester.

### PUNCTUALITY POLICY:

In the event of a student arriving late, class will resume at the scheduled time without extending the duration. If the teacher is delayed, they will make up for lost time by extending the class on the same day or on a mutually agreed-upon alternative day with students and/or parents.

#### TRANSFER:

Please note that course transfers are generally not permitted. However, special circumstances will be considered on a case-by-case basis and are subject to approval by the school.

## SUPPORT:

Our courses will be conducted via Zoom, and a registration link will be provided to parents and/or students. The link will remain consistent throughout the semester, and in the rare event of any changes, the school will promptly notify students and/or parents and obtain written confirmation before rescheduling the course.

# **ACKNOWLEDGEMENT AND AGREEMENT OF TERMS**

I,	(print full name), the undersigned
parent ofand agree to abide by them.	(print student's name) understand the school policies
Date (MM/DD/YYYY)	Signed