



TERMS AND CONDITIONS

(revised 28 Jun 2018)

Business Registration No. 53379918W

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2 Topaz Road #01-03A Singapore 327848

A. COMMUNICATIONS:

1. To establish a common platform towards mutual respect and trust, parents/ students are required to promptly reply via sms/whatsapp/ email/phone call pertaining to scheduling of next lessons.
2. Students are required to observe all house rules to ensure optimal learning*. Disciplinary action which involves the withdrawal of privileges, report to parents/ guardians, stern rebuke, will be administered against students who misbehave or fail to do the assigned work repeatedly.

For serious recalcitrant cases, a course of corporal punishment may be discussed with parents and prescribed (subject to parents' consent) to ensure the most optimal outcome from the learning experience.

B. ADMINISTRATION:

1. For emergency cancellation, due to illness or other unforeseen circumstances, a 48-hour notice is required for replacement lesson to be arranged (if possible).
2. Students who are absent from lessons will be given a copy of the course materials for the lesson(s) which they have missed if they have made payment for the course fee.
3. Students are allowed to reschedule a maximum of one session/month. The only permissible non-makeup lessons are Chinese New Year's for Chinese students, Hari Raya Pusa for Muslim students and Deepavali for Hindu students (once per year only) should any of these lessons fall on those stipulated holidays.
4. The work, achievement, photographs or results of the students, may be used for publicity purposes.

5. An E-learning media on Classdo Tutor or another equivalent online lesson will replace the face-to-face session if the scheduled lesson is affected by serious unforeseen circumstances (e.g. accidents, illnesses, death, overseas leave of absence etc.) encountered by the teacher/student.
6. For every completion of a semestral worth of lessons, an additional complimentary revision session will be given just prior to the mid-year or the final examinations as the case may be. At the tutor's discretion, this may be conducted on a group or online basis.
7. Students who failed to meet academic expectations are required to attend makeup sessions at end of year during the Nov/ Dec vacation up to 3 group lessons (complimentary).

C. PAYMENTS:

1. Payment: monthly payment is at the start of every 4 sessions, hereinafter referred to the "cycle".
2. Payment in cash, electronic transfer or cheque is required on or before the commencement of the first session of every cycle of closing date of the particular course. Fees payment must be made punctually before the commencement of each cycle. Cheque made payable to "Teach Well".
3. Every completion of a semestral course of lessons will entitle the student to a free 60min 1-to-1 private consultation session. It may be conducted online depending on the ease of matching between the tutor's and student's schedule.
4. Should students fail to attend the scheduled lesson(s) without any valid reason or notified within less than any hour of the scheduled lesson, it shall be deemed as a "walkover lesson" and no make-up lesson or refund of fees is applicable.
5. A one-month Security Deposit for enrolment to be paid after the trial session (if any). A 30-day termination notice need to be served for the full refund of the Security Deposit which can be used to offset against the final month payment.

***I, (full name of parent/guardian)_____ of
(address)_____ agree to the
above terms and conditions for my child (full name of child)
_____ to receive tuition in the following subjects/ levels :***

at an agreed fee of _____ per month.

Signature: _____

Fee for 1 st cycle		Remarks:
Security Deposit		
Balance		

Payment received by:

TEACH WELL
Master Tutor, Founder
Mr Roland Tan

**adapted from Sosaku Kobayashi free form education*