

# PUSAT TUISYEN KASTURI'S T&C

1. Tuition Fees shall be payable prior to commencement of the class for new enrolment For existing students, **course fees shall be due and payable by the 7<sup>th</sup> of every month.** All payments shall be made in cash or through JomPAY to Pusat Tuisyen Kasturi.
2. All Course Fees will be charged as per 4 weeks (1 month).
3. The **registration fee and notes fee is strictly non-refundable.**
4. In the event you wish to withdraw your child from a class, **you are required to provide notice one week (Calendar month) prior to the withdrawal date.** If no notice is given one week prior to the withdrawal date, the student will be charged penalty (one month tuition fee) for the month.
5. The Centre will be closed on Public Holidays. **There will be replacement a classes that falls on a public holiday.**
6. For students who are unable to attend a class, it is **compulsory to inform the Centre.**
7. There will be **no refund or pro-rate of course fees for missed class(es).**
8. **Trial Class Policy:** All **new students** are allowed to **go for trial for a week** for any subject they want before registration.
9. In the event that a student decides to cancel his/her enrolment after fees are paid, the non-refundable registration fee, and notes fee paid shall be forfeited
10. Children who are ill should rest at home. Children with any illness that is contagious, including common flu, are not permitted to attend class. Any child found with symptoms such as fever, cough, runny nose or skin rash or spots that may cause a contagious disease will be isolated and parents will be informed to bring the child home
11. Tuition Fees remain payable in full even if the parent/s intend for the child to be absent for long period. **If course fees remain unpaid for 21 days (3 weeks) after stipulated payment date, the student may be considered withdrawn, his/her vacancy and registration fee paid may be forfeited.**
12. The Centre reserves the right to make use of your child's photograph, materials from the child or any video recordings for any publicity in any brochures, publications and medias for the Centre promotional purposes.
13. The Centre reserves the right to make amendments to any fees, rules & regulations or policies, including change of teachers from time to time as the Centre deems fit without prior notice. Prior notice will only be given for change of class schedules or course

commencement dates.

14. The Centre's sole responsibility is to provide educational lessons for the children. Therefore, the Centre, its teachers and staff shall not be held liable for any personal injury sustained by your child, however caused, directly and indirectly, or any loss of property during your child's attendance of lessons at the Centre.