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## **School Terms & Conditions** **(with effect from 01 March 2018)**

1. All Learners attending lessons are subject to the prevailing Terms and Conditions. The continued attendance of a Learner in the Registered Course(s) shall be deemed as acceptance of the prevailing Terms and Conditions.

### **Interpretation**

2. In these Terms and Conditions, the following words and phrase shall bear the following meanings, unless the context requires otherwise:
  - a. **“Calendar Month”** means a full month commencing on the first day of the calendar month and ending on the last day of the same month;
  - b. **“School”** means any legal entity which runs tuition, enrichment, academic programmes, workshop and/or seminars under Fun Learners’ School Pte Ltd.

### **Conditions of Enrolment**

3. The enrolment of a Learner in the course(s) shall be conditional upon, among other things:
  - a. **Registration fee of \$40** is a **one-time payment**, made upon registration with the School and it is **non-refundable**.
  - b. **Payment of a Deposit** equivalent to one month's course fee for each Registered Course.
  - c. The **same monthly course fee** is payable regardless of the number of weekly lessons in the month.
  - d. If a Learner commences lessons at any juncture of the month, fee payable will be **pro-rated based on the remaining number of lessons** in the month.
  - e. Payment of course fee can be made via:
    - i. Cash/NETS (at the School premise)
    - ii. Cheque made payable to **“FUN LEARNERS’ SCHOOL PTE LTD”**
  - f. All payments of course fee are **non-refundable**.
4. Course fee is payable **before the first week of the month**. The School reserves the right to charge a late-payment penalty of \$10 if fee is not paid on time.
5. In the event that course fee due remains unpaid by the first week of the month without a valid reason, the School reserves the right to suspend the Learner from attending any lesson in the Registered Course(s) until the full monthly fee is paid.
6. Any lesson missed as a result of suspension due to non-payment of fee shall not be refunded nor shall make-up lesson be arranged.
7. If the fee remains unpaid by the end of the month, the School reserves the right to withdraw the Learner from the Registered Course(s) and forfeit the deposit for the Registered Course.

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8. Classes will not be held on all official public holidays gazetted by the Government of Singapore, including the School's one-week closure Chinese New Year. There will be no make-up classes nor refund of course fee for lessons missed over the said periods.
  9. The School shall not be obliged to refund any part of the monthly course fee in the event that the Learners fails to attend any class in the Registered Course for any reason whatsoever. If the Learner does not turn up for classes and the fee(s) for that month remain unpaid, the Deposit shall be used to pay the affected month's unpaid fee.
  10. Upon enrolment, a Learner would be issued a Learning Journal™ (for all Registered Courses) and an InteliNote™ (for each Registered Course studied at the School). Should the Learning Journal and the InteliNote be lost, the Learner has to replace the books at the cost of \$5 each.
  11. When an existing Learning Journal is used up, the Learner would be issued a new Learning Journal by the Teacher on the condition that the existing Learning Journal is not lost.
  12. Should the InteliNote be used up with no more empty pages before the end of the year, the Learner has to replace the InteliNote at the cost of \$7 each.

### **Make-up Classes**

13. A Learner who fails to attend a class with the following reason and **informs the School before the lesson starts** is allowed to arrange for a make-up class with the following qualified reasons (with **document proof**):
  - i. Sick (medical certificate);
  - ii. School activities (letter from school stating the Learner's school activity with specified time coinciding with the lesson in the School);
  - iii. Travelling overseas (airline ticket, hotel booking with Learner's name printed, stamp on passport, etc)
14. The School will not arrange a make-up lesson nor refund fee for a missed lesson should a Learner be absent without a qualified reason.
15. The School may, at its sole discretion, allow the Learner to arrange make-up for the missed lesson by attending another on-going class in any of the School's branches during the same academic week, provided that:
  - i. There is more than one class of the same subject;
  - ii. There is a vacancy in the class that the Learner intends as the make-up class.
16. In the event there is no class of the same subject available for a Learner to make-up, the School may, at its sole discretion, allow the Learner to attend another lesson of a different subject as make-up.
17. Should a Learner be registered for **three or more courses**, and is not able to attend any make-up lesson with a qualified reason, the Learner is entitled to a one-to-one consultation session of about 40 minutes for the lesson missed. The Learner will be briefed on the

content of the lesson missed. The Teacher attending to the Learner in the consultation session may not be the Teacher in the Learner's relevant class.

18. In the event it is not possible to arrange for a make-up lesson due to non-availability of vacancy or the Learner is not able to attend an arranged make-up lesson, the Course Fee for the lesson missed shall not be refunded.
19. The make-up lesson has to be arranged within **30 days** from the day the Learner missed the lesson. An arranged make-up lesson cannot be re-arranged. There will be no further replacement lesson nor refund of fee if the Learner is not able to attend an arranged make-up lesson, even if there is prior notification absence with any reason.
20. In the event that a Teacher is unable to conduct a lesson, the School reserves the right to appoint a Relief Teacher or re-schedule the lesson without compensation of fee.

### **Class Transfer**

21. The School must be notified by a Parent on the intention to transfer a Learner from one class to another class at least 14 days before the transfer can take place. The request for transfer is subject to the availability of relevant vacancy for the transfer to take place.

### **Library Rules & Penalty Charges**

22. Each Learner is entitled to borrow up to two books for every Registered Course at the School.
23. The loan period of all books is 14 days.
24. Book(s) overdue for more than one month will be considered lost.
25. For every book lost/damaged/vandalized, the Learner is to within two weeks
  - i. Replace the same book with reasonable condition; or else
  - ii. Pay for the cost (including applicable shipping fees) of replacing the book from an online portal, e.g. Amazon and Ebay within three weeks. There will be an **additional \$7 administrative fee** to process the book purchase.

### **Withdrawal**

26. For a Learner to withdraw from a Registered Course, a **Notice of Withdrawal Form** provided by the School must be signed by a Parent and submitted before the calendar month of withdrawal. Only the fulfilment of this condition will the Deposit be used to offset the relevant Course fee(s) due for the last calendar month of attendance. In other words, the last lesson can only be at the end of a calendar month, provided the School is notified through the Notice of Withdrawal before the first day of that particular month.
27. If less than one calendar month withdrawal notice is given, the School is not obliged to refund any part of the fees paid for the month of withdrawal and the Deposit.
28. If a Learner withdraws from an ongoing lesson at any point of the month without appropriate prior notice, remaining fees the month is still payable, and the Deposit will be forfeited.

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29. The School reserves the right to withdraw a Learner from any Registered Course(s) if the Learner or his/her Parent refuses to cooperate or comply with the School's Terms and Conditions or any rule the School sets for Learners. Should a Learner be withdrawn from any Registered Course(s) due to non-compliance of Terms and Conditions or rules, fee paid for the month, and the relevant deposit for the Registered Course will be forfeited.
30. For a Learner to re-enrol in any Registered Course(s), the School reserves the right to charge any fee pertaining to new enrolments.

### **Intellectual Property & Media Rights**

31. Unless stated otherwise, the School owns the intellectual property and licensing rights to the materials and other worksheets distributed or used during the Registered Course(s), and both Parent and Learner are prohibited from copying, reproducing, modifying, distributing, displaying performing or transmitting in any form or by all means whatsoever (including mechanical, electronic, recording, photocopying or otherwise) the abovementioned materials/worksheets without Fun Learners' School prior written permission.
32. The School may copy, reproduce, display, distribute and use any photographs or videos taken of the Learner during the Registered Course(s), as well as any intellectual property produced by the Learner as part of the Registered Course(s).
33. The School may publish the Learners' academic achievements in any form or media at any time, even after the Learner has withdrawn from the School.

### **Personal Data Protection Policy**

34. The Parent consents the collection, use and disclosure of his/her personal data as well as the personal data of the Learner in accordance with the purposes specified in the **Personal Data Protection Act**. The School and its affiliates may contact you via email, phone or instant messaging for matters related to the enrolment, notices and new courses.
35. Professional photography and videography will take place during lessons. By enrolling, you are giving permission to the School to use the photographs and videos in any media for any purpose which may include among others, advertising, promotion, and marketing.

### **Other Conditions**

36. The School reserves the right to adjust the Course fee(s) according to the prevailing economic conditions upon written notification to Parents and Learners.
37. While the School will take reasonable precautions to safeguard the well-being of each Learner within the School, the School will not liable for any injuries/losses or damage of any kind brings upon by Learner due to disobedience, reckless behaviour, carelessness or acts of vandalism in the School.

38. Parents and Learners must refrain from approaching any of the School's employees for private lessons. This is a serious violation of the School policy.

39. The School reserves the right to amend the Terms and Conditions without prior notice.

## **Vision**

Igniting **FUN** in every learner.

## **Mission**

Empowering learners to excel in academic and life pursuits

through **FUN**.

## **Belief**

**FUN**

Underscoring this three-letter word, we built a  
school.

Created by Learners, for Learners, with Learners.

Single-mindedly devoted to making learning

synonymous with **FUN**.

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