

Terms and Conditions

eduSpace School Term

School Term refers to

Semester 1: 3rd January to 31st May

Semester 2 : 16th June to 30th November

During School Term, students are required to attend all lessons(**physical/online**). Lessons will still be charged if a student is absent. However, a student can arrange to attend a makeup class(**physical/online**) for the class missed.

eduSpace Non-School Term

Non-School Term refers to

a) Public Holidays

b) 1st - 15th June

c) 1st - 31st December

d) Chinese New Year Eve

During Non-School Term, students do not need to attend lessons. The centre will not be conducting any lessons during this period. If a public holiday (except Chinese New Year) falls on a weekend, the centre will still be conducting the lesson as usual but there will be no lesson on the following Monday instead.

There are no charges during Non-School Term.

Deposit

Upon registration, a **deposit** is payable for each subject enrolled together with the first month's prorated fee..

The amount is equivalent to one month (based on 4 lessons) of tuition fee for the subject enrolled.

The deposit serves as a pledge of commitment to the course.

Usage of Deposit

Deposit may be used towards the payment of 4 lessons of tuition fees for the final month:

- in November
- when the student applies and duly follows the **Withdrawal Procedure (page 4)**.

Any unused deposit will be returned by bank transfer within 14 days from the last day of the term, provided eduSpace has received the necessary bank account details for the student.

Forfeiting of Deposit

Deposit will be forfeited due to these reasons

- Late or dishonoured payment of fees (refer to page 4: **Fees**)
- Payment has not been received after two overdue reminders have been issued (refer to page 4: **Fees**)
- Failure to follow the **Withdrawal Procedure (page 4)**.

Once the deposit has been forfeited, the student will not be permitted to attend any further classes until a new deposit has been received and all outstanding tuition fees have been paid.

Forfeited deposit is not meant for paying any outstanding tuition fee.

Fees

An invoice, with an **invoice number**, stating the amount of the fees payable for the following month will be emailed at the end of each month.

Tuition fees are prorated according to the number of lessons to be attended in the month.

Full payment of tuition fees must be made before the due date indicated on the invoice.

A penalty of \$3 will be imposed for late payment

Dates to note for invoice

Last week of each month: Invoice for the next month will be sent out

15th of each month: Due date for payment

Modes of payment include:

- **By PayNow**

PayNow to UEN: 201319432W

Indicate the **invoice number** as the reference number.



- **By Bank Transfer**

Bank Details: OCBC Current Account 647-799378-001.

Indicate the **invoice number** as the reference number.

- **By Cheque**

Crossed cheque is to be made payable to Jovan & Lawrence Pte Ltd.

Please indicate the **invoice number** at the bank of the cheque.

All cheques are to be deposited into the cheque deposit box located at each eduSpace centre.

- **By ATM transfer**

Please send us a photo of the receipt with the **invoice number** and **student's full name** indicated via WhatsApp at **9661 4167**.

All payments will be processed within 3 to 5 working days and an official receipt will be emailed to you.

***Note: We do not accept payment by cash.**

eduSpace reserves the right to refuse attendance when payment has not been received **after two overdue reminders have been issued.**

eduSpace reserves the right to **forfeit the deposit** for late or dishonoured payments.

eduSpace reserves the right to adjust the tuition fees by giving at least one month's notice in advance

Scheduling

eduSpace reserves the right to substitute or change teachers without prior notice.

In the event of cancellation of class by *eduSpace*, a Replacement Lesson will be scheduled. Students are required to attend either the scheduled Replacement lesson or make-up with other regular scheduled similar classes. No further Replacement Lesson is offered when students fail to attend this Replacement Lesson.

The ability of *eduSpace* to offer such Replacement lessons is subjected to operational and staffing constraints and remains at the discretion of the management. In the event that *eduSpace* is not able to schedule a Replacement Lesson, students who are not able to attend other similar regular scheduled classes will have the fee for that particular lesson as a credit note for the next payment.

eduSpace reserves the right to reschedule any classes according to its discretion. At least one week's notice will be given to all students and parents regarding any change in class day or time.

Withdrawal Procedures

In order to withdraw from a subject enrolled, the parent must inform *eduSpace* **one (1) month in advance.** Students who decide to withdraw are required to attend lessons until the end of the month.

Parents are required to contact the management directly.

Deposit will be used to pay for the last 4 lessons of the tuition fee.

*** Failing to abide by the withdrawal procedures will result in a **forfeit of deposit**

Discipline

eduSpace reserves the right to terminate the registration of any child as a last resort if he/she is found to have severe disciplinary problems. Acts of physical violence or harassment will not be tolerated. However, counselling will be given priority.

The student must actively participate in the course and duly complete all assignments set by the tutor, in order to fully benefit from the lessons.

Students are advised to be punctual for every lesson.

Disclaimer

Tutors of eduSpace will take reasonable care to ensure the safety of all students during lessons or in the class .

eduSpace shall not be held responsible for any loss, injury or mishap that the child should sustain on his/her own accord, outside the Centre.

eduSpace reserves the right to change the terms and conditions as it deems fit and necessary at any point of time. Any change(s) made shall be made known to the parents/guardians/students.

eduSpace and/or any of its associated companies may use images of customers or students for advertising or promotional purposes, including internet based promotions such as Facebook.

The enrolling parent / guardian is required to notify *eduSpace* of any changes to their particulars as per the Registration form. All correspondence will be sent to the current mailing address and *eduSpace* accepts no responsibility for undelivered correspondence.

Students and parents are obliged to follow the terms and conditions at all times as long as they are still attending classes in *eduSpace*.