



Terms and Conditions

eduSpace School Term

eduSpace School Term refers to

Semester 1: 2nd January to 31st May

Semester 2 : 16th June to 30th November

During School Term, students are required to attend all lessons. Lesson will still be charged if a student is absent. However, a student can arrange to attend a makeup for the class missed. At the start of each month, eduSpace will issue an invoice indicating all the lessons to be attended.

eduSpace Non-School Term

Non-School Term refers to

a) Public Holidays

b) 1st - 15th June

c) 1st - 31st December.

During Non-School Term, students do not need to attend lesson. The centre will not have any lesson during this period.

No charges will be made during Non-School Term.

Deposit

Upon registration, a **deposit** is immediately payable for each subject enrolled.

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.

Deposit is refundable if a student decides to withdraw from a subject before the commencement of the course and does not have any outstanding tuition fees payable.

Usage of Deposit

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

- before the school term ends (refer to page 1)
- when the student applies and duly follow the withdrawal procedure. (refer to page 5)

Any unused deposit will be returned by bank transfer within 14 days of the end of the term, providing that eudSpace has received the necessary bank account details for the student.

Forfeiting of Deposit

Deposit will be forfeited

- Late or dishonoured payment of fees (refer to page 4)
- Payment has not been received after two reminders have been issued (refer to page 4)
- Fail to follow the withdrawal procedure set by eduSpace (refers to page 6)

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 of any outstanding tuition fee

Fees

An invoice, with an invoice number, stating the amount of the fees payable and the lesson dates will be emailed at the start 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.

Modes of payment include:

- By Bank Transfer

- Bank Details: **OCBC Current Account 647-799378-001.**
- If you are transferring using ibanking, we require information such as the invoice number and student full name.

- By Cheque

- Crossed cheque is to made payable to **Jovan & Lawrence Pte Ltd.**
- Indicate invoice number and student full name.
- All cheques are to be deposited into the cheque deposit box located at each eduSpace center.

- By ATM transfer

- Upon transfer, Indicate invoice number and student full name on the receipt issued by ATM.
- Take a photo of the receipt with invoice number and student full name and send the photo to eduSpace via whatsapp.

- By Paylah/PayNow

- A QR code will be given to you
- Scan QR code and proceed with paying procedures.
- Indicate invoice number and student full name.
- Upon successful transfer, take a screen shot & send the photo to eduSpace via whatsapp.
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All payment will be processed within 3 to 5 working days and an official receipt will be emailed.

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

eduSpace reserves the right to refuse attendance when payment has not been received **after two 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 lesson 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 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 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 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 final month of the course 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 lesson or in 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*.