

TERMS AND CONDITIONS

1. Submission of registration form does not guarantee a vacancy. A student is registered upon receipt of tuition fees, registration fees and deposit by Tuition Guru Education Centre (henceforth referred to in this document as TGEC).
2. Tuition fees paid are non-refundable and non-transferable if the student decides to withdraw from TGEC before the end of a term.

Academic Term 2010

Term 1	2 January to	19 March
Term 2	20 March to	28 May
Term 3	29 May to	27 August
Term 4	28 August to	24 October

3. Registration fee is non-refundable.
4. A deposit is payable per subject upon registration and refundable when the student leaves TGEC, provided the following 2 conditions are fulfilled:
 - (i) ONE month's notice of withdrawal is given before the term ends
 - (ii) The withdrawal form is filled in
5. Tuition fees are not refunded for unattended lessons. If a student is absent, the student will receive the materials for that particular lesson from his/her teacher the following week. Students may be offered, subject to availability, up to a maximum of 2 replacement classes each term.
6. TGEC and its employees will not be responsible for any loss of or damage to articles belonging to students. No liability shall also be incurred for injuries sustained on the TGEC premises.
7. TGEC reserves the right to use the student's image, written work, academic results and voice in newspapers, brochures, videos, websites or other promotional materials.
8. Parents and students undertake not to make copies or allow copies to be made of materials and/or documents used during lessons. Any reproduction or disclosure of such materials and /or documents requires prior written consent of TGEC.
9. TGEC reserves the right to terminate a student's enrolment if the child behaves inappropriately as determined by our teachers or the management.

TGEC reserves the right to make any amendments to the above Terms and Conditions without prior notice and will not be held liable for any damages that may occur from these amendments.

I, _____, (I/C no. : _____) have read, fully understand and agree to the terms and conditions stipulated above.

Signature : _____ Date : _____

For Official Use

Payment Mode : Cash

Cheque No : _____ Bank : _____

Invoice Number : _____

Verifying Officer : _____ Signature : _____ Date : _____