Letter of Acknowledgement

1. A **non-refundable registration fee** of **$35** and a **deposit** of **$80** are payable upon registration.

2. **Tuition fees must be paid in full before the commencement of every new term.**

3. **All fees paid are strictly non-refundable and non-transferable**, regardless of attendance, absence or withdrawal.

4. The **full term fee applies regardless of attendance**. If a student stops lessons during a term **without giving the required withdrawal notice, the deposit will be forfeited.**

5. Parents who wish to withdraw their child from the Centre must submit a **written notice of one full term** in advance using the official **Withdrawal Form**. The student must continue for **one full term after the notice is given**, and the **deposit will be used to offset the tuition fees for that final term**.
   Please note:
   - A term refers to the **Centre's scheduled term** as indicated in the Centre Planner and **does not refer to any random period selected by parents.**
   - The deposit is **not refundable in cash or by any other method** and **cannot be used to offset fees that have already been paid**.
   - Failure to provide the required notice will result in **forfeiture of the deposit.**

6. Students who **withdraw and return later** will be required to **pay a new registration fee and deposit**.

7. The Centre will be **closed on all Public Holidays and Teachers' Day**. Fees will **not be refunded, credited or pro-rated, and no replacement lesson will be provided**. Holiday worksheets will be provided where applicable.

8. **Replacement lessons are not guaranteed** for lessons missed due to a student's absence. Where a suitable alternative class is available, the Centre may, at its discretion, allow the student to attend a replacement lesson.

9. If the assigned tutor is unavailable, the Centre may arrange a relief or replacement tutor. Parents will be informed of any longer-term tutor change.

10. The Centre may adjust class schedules or combine classes where necessary. Parents will be informed of significant changes.

11. A **late payment charge of $50** will be imposed if payment remains outstanding after the final payment reminder.

12. Students who are unwell with **contagious illnesses should not attend classes** until they have fully recovered.

13. The Centre shall not be held liable for accidents **caused by a student's own negligence or failure to follow reasonable instructions**.

14. All learning materials provided by the Centre are **for the student's personal use** and **must not be copied, reproduced or distributed** without the Centre's permission.

15. The Management reserves the right to amend these Terms and Conditions when necessary. Any changes will be **communicated to parents in writing** and **will apply from the next term onwards**.