



## Policy Statements – Effective September 1<sup>st</sup> 2011

### Payment of Fees and Deposits

- Tuition fees are charged on a monthly basis which are due a week before the first class of the month. Payments received after the due date stated on the invoice will be subject to a late fee of \$150. Classes are only confirmed after fees are paid in full.
- A \$400 one-time registration fee is charged for all new students for administrative and placement purposes.
- An administrative fee of \$150 will be applied for cheque returned by your bank.

### Make-ups and Withdrawal

- To avoid disruption to students' learning and curriculum flow, each student is entitled to a maximum of **two** make-up classes for each school term (1st term: Sept 1st to Jan 31st; 2nd term: Feb 1st to July 7<sup>th</sup> 2012) **not counting** sick leave with a doctor's note. All absences need to be notified before class times to be entitled for make-up. Make-up classes have to be taken within a month from the date when class was missed. If student does not show up for the scheduled make-up class, the class cannot be rearranged.
- No make-up is allowed for holiday programs unless the child is sick with a doctor's note.
- Make-ups are non-transferable, non-refundable, and need to be taken before notification of withdrawal.
- We will try to provide as many timeslots as possible for you to schedule make-up. However, we cannot guarantee that our make-up classes fit your child's schedule. You may have to rearrange your child's activities to accommodate our make-up times.
- For withdrawals, parents are required to give us at least **one month written notice** by completing a withdrawal form. Otherwise, parents are liable for the fees of the following month. Any make up classes not taken prior to the withdrawal notice will be forfeited.
- Should there be any teacher absence, we will be responsible for arranging a substitute teacher and classes will be conducted as scheduled.

### Integrity

- All our materials are strictly limited to current students at miniMinds. Reproduction of our materials in any form is prohibited. Approaching our employed staff for tutorial outside of miniMinds without the company's consent is strictly forbidden.

### Public holidays and Enforced Closures

- We are closed on public holidays and Sundays.
- We will be closed when black rainstorm or typhoon signal number 8 or above is hoisted. Classes will resume 2 hours after such warnings are lowered or removed. Courses that are disrupted or cancelled due to adverse weather conditions will not be refunded or rescheduled.

### Photos and Other Media

- Photos and videos may be taken only with the written permission of miniMinds Limited. We reserve the right to use photos, videos and/or sound recordings of children and their work for teaching training, curriculum and/or promotional purposes, unless otherwise informed by you in writing.

### Disclaimer

- miniMinds' staff are authorized to handle any emergency or non-emergency medical situation as they see fit. All participants enrolled in activities at miniMinds assume their own responsibility and agree not to hold the company responsible or liable for any loss, damage to students' properties or injury to students or their guests as a result of participating in these activities.
- In case of dispute, the company reserves the right to make the final decision.