

EDUFRONT LEARNING CENTRE'S TERMS AND CONDITIONS FOR ACADEMIC YEAR 2025

A) Weekly Tuition Fees and Payment Policy upon Registration

1. Fee Structure:

- Tuition Fees: Payable monthly.
- Registration Fee: A one-time, non-refundable registration fee of \$30 (before GST) is required for new students upon enrollment.
- Material and LMS Fees: A fee of \$60 per program (before GST) per semester will be collected upon enrollment. This fee is non-refundable and will not be pro-rated.
- Refundable Deposit: A refundable deposit of \$50 per program is due upon registration. This deposit will be offset from the last month's fee. **However**, if a student withdraws without giving one month's notice, the deposit will be forfeited.

Note: The one-month's notice period begins from the start date of the withdrawal (e.g., if a student withdraws on 18th September, their last day will be 18th October).

2. Payment Methods:

- Refundable Deposit Payment: The \$50 refundable deposit per program can be paid via PayNow (UEN: 201823706E), bank transfer, or NETS at our centres.
- Tuition Fee Payment: Tuition fees must be paid within the first week of each month. Extensions may be granted for valid reasons, subject to management approval.
- A 9% GST applies to all fees, excluding the refundable deposits.

3. Pro-rated Fees:

- Tuition fees will be pro-rated if a student registers and starts the lesson at any point during the programme.

4. Invoices and Payment:

- Monthly fee invoices will be sent via email from Edufront Learning Centre Pte. Ltd. (donotreply@edufront.com).
- Payment can be made by scanning the dynamic QR code using a banking application or by taking a screenshot of the dynamic QR code and uploading it on the banking app. Payments will be transferred to OMISE PAYMENT SG PTE. LTD.

- **Important:** Please do not transfer to OMISE PAYMENT SG PTE. LTD UEN manually as the QR code generates a unique Bill Reference number specific to each invoice.
- NETS payments are also accepted at the centre.

5. Cashless Transactions:

- Effective from Academic Year 2019, cash payments will no longer be accepted in support of the national initiative for cashless transactions.

6. Refund Policy:

- All fee payments are non-refundable.
- In cases of withdrawal for half-year and annual fee payments, all paid fees remain non-refundable except for the \$50 Refundable Deposit.

7. Lesson Cancellation:

- Edufront reserves the right to cancel lessons and will make efforts to inform parents/guardians in advance. Fees for cancelled lessons may be refunded or credited toward future lessons or months.

B) Discount Policy

1. Multiple Subjects Discount:

- Students are entitled to the following multiple subjects discount:
 - 2 subjects: 5% discount
 - 3 subjects: 10% discount
 - 4 subjects: 15% discount
 - 5 or more subjects: 20% discount

2. Sibling Discount:

- Students with siblings are also eligible for the multiple-subject discount (e.g., if 2 siblings each take 1 subject, they both receive a 5% discount).

3. Payment Discounts:

- An additional 2% discount is available for half-year fee payments.
- An additional 5% discount is available for annual fee payments.

- As stated in **section A) 6. Refund Policy**, in cases of withdrawal for half-year and annual fee payments, all paid fees remain non-refundable except for the \$50 Refundable Deposit.

4. Offer Variations:

- Discounts may vary based on the number of subjects taken during the academic year.
- Special prices, offers, or discounts may also apply to specific students with prior approval from management.

C) Trial Lesson and Enrolment Policy

1. Trial Lesson:

- Students may opt for a trial lesson at a fee of \$10 (before GST) per program. This fee is non-refundable.
- Each student is entitled to only one trial lesson per program.
- If a student does not attend the trial lesson after paying the fee, the fee will be fully refunded

2. Fee Adjustment:

- If the student continues after the trial lesson, a \$50 refundable deposit per program is required upon confirmed enrollment to secure the slot.
- The \$50 Refundable Deposit will be used to offset overall fees for enrolling in the program.

D) Make-up Lesson Policy

1. Absence Reporting:

- It is the responsibility of the student or parent/guardian to inform the centre of any absences.

2. Make-up Lessons:

- Students absent for reasons other than medical or official events must arrange a make-up lesson within one week of the missed lesson.
- If a similar class is unavailable, a make-up lesson at another branch may be arranged, subject to availability.
- Students in physical lessons may attend the next available physical or online lesson.

- Online lesson students may attend the next available physical lesson or access recorded lessons.

3. Tutor Discretion:

- Tutors are not obligated to conduct separate make-up classes or reteach material to students.
- Make-up lessons are subject to the tutor's goodwill and availability to assist students during the lesson.

4. Refund Policy:

- No tuition fee refunds will be given for any absences for make-up lessons.

E) Welfare Policy

1. Student Care:

- Edufront will provide reasonable care for students while they are on the premises.
- Edufront is not responsible for providing food for students. For special arrangements, parents/guardians must indicate their request during registration. An additional food and beverage fee will be charged for the child's meals.

2. Illness and Emergencies:

- Parents/guardians will be contacted to pick up students who are ill.
- In cases of an emergency, the administrative staff on duty will take reasonable care to either send the student to the nearest clinic or arrange for an ambulance to take the student to the nearest hospital in more serious cases.

F) Disclaimer

1. Damage and Liability:

- Parents/guardians are responsible for any costs resulting from damage, injury, loss, or expense caused by the student to public or private property.

2. Amendment Clause:

- Edufront reserves the right to amend these Terms and Conditions without prior notice.
- Any changes will be communicated in writing to students and parents/guardians.

- I have read, understood, and agreed to the terms and conditions outlined above.
- I acknowledge that Edufront will take all necessary precautions and safety measures and agree not to hold the Centre liable for any injuries sustained as a result of accidents or mishaps. I also authorise Edufront's staff and tutors to take necessary steps to obtain medical attention and treatment for my child/children in the event of illness or emergency if any parents/guardians cannot be contacted immediately. I agree to bear all medical expenses and administrative charges incurred as a result.
- I certify that the information I have provided to Edufront is true and correct. I will inform the Centre of any changes to this information.