



## GENERAL TERMS & CONDITIONS GOVERNING

### REGISTRATION AND ADMISSION

#### 1. REGULATIONS

- 1.1 Enrolment into Annujaim Arabic Centre is subject to the terms and conditions.
- 1.2 Upon acceptance of the child to Annujaim Arabic Centre, the Parent of the child agrees to be bound by all policies, rules and regulations as may be published and amended by Annujaim Arabic Centre from time to time, and to the terms of this Agreement.

#### 2. ADMINISTRATIVE POLICY

- 2.1 The Parent is to inform the Centre Manager or Class Teacher in advance if the child is not able to attend school. Kindly do not send the child to school if he/she is not well.
- 2.2 The day and time of classes are fixed. No change of day and time.
- 2.3 As to maintain Annujaim Arabic Centre small teacher to student ratio, there will be no makeup classes for absentees and no offset of fees are allowed.

#### 3. FEES PAYABLE UPON ADMISSION

- 3.1 For Registration, Deposit and first month's school fee, it is agreed that upon confirmation of a place for the child at Annujaim Arabic Centre, **online payment shall be made immediately.**

#### 4. WITHDRAWAL OF CHILD

- 4.1 The Head of Centre, reserves the right to require the withdrawal of a child from Annujaim Arabic Centre for any reason whatsoever in their absolute discretion, by serving a two (2) month written notice as set out in Clause 10. The decision of the Head of Centre of Annujaim Arabic Centre is final and shall be kept private and confidential save for discussions with the Parent of the child.
- 4.2 In the event of the withdrawal made by the Parent, a full refund of the deposit shall be made, after deducting outstanding amounts due to Annujaim Arabic Centre, provided



**no less than one (1) month written notice, has been given to Annujaim Arabic Centre, failing which, the deposit shall be forfeited.**

As an illustration, notice is to be received by first (1<sup>st</sup>) of the month for withdrawal on the following month. E.g. December is the child's last month, notice is to be received by first (1<sup>st</sup>) November. Failure to comply with the notice period shall result in the deposit being forfeited. For the avoidance of doubt, the notice of withdrawal must be in writing and verbal notice of the withdrawal is not accepted.

4.3 No Interest shall be payable for any deposits, fees or refunds.

## **5. REFUNDABLE EVENTS**

5.1 Upon the occurrence of any of the following events, the deposit, as set out in Clause 3 herein shall be refundable as provided herein subject always to the other terms of this Agreement:

a) Prior to Admission

After the Parent accepts the admission and has paid the registration fee, deposit and first month's fee, and then decides to withdraw the child prior to admission, a full refund of the deposit shall be made provided that no less than a two (2) month written notice of withdrawal is given to Annujaim Arabic Centre, failing which, 50% of the deposit shall be forfeited. The first month's fee shall be refunded in full less outstanding amounts due if any.

5.2 All refunds, where applicable, shall be made within thirty (30) days from the date of the notice. The official date of withdrawal of a child shall be the date on which Annujaim Arabic Centre receives written Notice of Intention to Withdraw the child by the Parent, subject to the terms herein. All refunds payable shall be made by way of handed over to the Parent personally at Annujaim Arabic Centre or through i-Banking.

5.3 For the avoidance of doubt, there shall not be any pro-rating of fees for each month where refunds are applicable.

## **6. SET OFF**

6.1 If the Parent withdraws the child after proper notice being tendered with reference to Clause 4 and Clause 5, Annujaim Arabic Centre, may, at its discretion, use the deposit to set off against the final school fee payable under this Agreement for the final month.



## **7. FEE STRUCTURE**

- 7.1 It is agreed that the Parent shall pay a Non-refundable Registration fee, a deposit and the first month's school fee for new admission; and during the admission of the child all other applicable fees based on the prevailing fee structure of Annujaim Arabic Centre as set out in Annujaim Arabic Centre's Fee Structure.
- 7.2 The due date for payment of all fees and deposits (as the case may be) is on the **first (1<sup>st</sup>) of each month** payable to **UOB Account Uniplus 428-381-501-8**.  
Clause 8 shall apply in respect of any late payments.

## **8. LATE PAYMENT**

- 8.1 The Parent is required to make timely payments for school fees as per the agreed schedule.
- 8.2 A late payment fee will be applicable for the first and second instances of late fee payment. The **late payment fee** will be **\$20 for each late payment** and will be added to the outstanding amount.
- 8.3 A child's placement in the centre will be suspended when the school fees are not paid on time for three (3) consecutive months. If payment is not received as designated, a notice may be sent to (a) bring the account current or (b) suspend the child. If payment is not received upon such notice, Annujaim Arabic Centre reserves the right to refuse the child from attending further classes and treat the child as being formally withdrawn by the Parent.

## **9. CHILD'S PICK-UP POLICY**

- 9.1 The Parent shall provide Annujaim Arabic Centre full details of all the persons authorised to pick-up the child from the respective centre of Annujaim Arabic Centre. This person must be at least 21 years of age.
- 9.2 Annujaim Arabic Centre, shall only release the child to the person(s) named in the admission form and authorisation form. If the Parent wishes to have another person, whose name does not appear in the admission form or authorisation form, to pick the child up, the Parent must give either written or oral authorisation to Annujaim Arabic Centre together with full particulars of the name and identity details of the person who is authorised to pick-up the child and the person must also be at least 21 years of age.



9.3 The Parent is advised to pick-up the child punctually to avoid keeping him/her waiting anxiously. This will also allow the school staff and teachers in attending to other duties.

## **10. WITHDRAWAL OF SERVICES**

10.1 Annujaim Arabic Centre reserves the right to terminate or withdraw or suspend the child from Annujaim Arabic Centre by serving a two (2) month written notice if (a) a child's behaviour adversely affects other children or the child, or (b) the child's special needs are beyond Annujaim's scope of care.

10.2 In the event where Annujaim Arabic Centre initiates such a withdrawal from the programme, the deposit and any unused fees shall be refunded in full.

## **11. MODIFICATION OF TERMS AND CONDITIONS**

11.1 Annujaim Arabic Centre reserves the right to modify any of the conditions of this agreement upon 30 days written notice to the Parent.