

# Terms & Conditions

## 1) Admission Procedure Part - F

- a) Complete and return this form to the Admin office of Everyone's Learning Center with 3 recent, Stamp Sized Colour Photographs with the Applicant's name written at the back.
- b) Attach a Photo Copy of the National Identity Card or Birth Certificate.
- c) Enclose the Registration Fee and the 01 month, Course fee with this form. These payments are none-refundable. The Application cannot be processed unless it is submitted with the above documents & fees. Cheques are not accepted towards payments for fees.

## 2) Cancellation Policy Part - G

- a) Cancellation of Placement before Course commencing date.  
Request for cancellation of the placement for course must be made in writing and must be received at the Admin office at least 3 working days prior to the starting date of the course. Full refund of any additional payments excluding the Initial Payment (6C) will be made. The initial payment (6C) is non-refundable.
- b) Cancellation of the Placement after Course commencing date.  
Request for cancellation must be made in writing and received at the Admin office. No refunds will be made on any cancellation after the date of commencing of the course,
- d) Please note that non-attendance at classes is not an indication of cancellation. Cancellation must be informed in writing.

## 3) Fee Payments Part - H

- a) Fees once paid are non-refundable nor adjustable.
- b) Fees must be paid on or before the 10<sup>th</sup> of every month. Late payments will be accepted with a late payment charge of Rf 10/- per day overdue.
- c) Fee concession on leave will be granted for a maximum period of 15 days during the academic year or during the period of a particular program and is subject to approval. Leave request must be submitted to The Manager Administrative Office in writing for approval.
- d) Please note non-attendance does not excuse the student from payment of fees.

## 4) Attendance Part - I

- a) All students are required to attend classes regularly. Irregular attendance usually results in poor achievement. Students who require leave for an undefined period of time (3 or more days) should inform the Branch Manager or to the Admin office. Parents are required to notify the management of their son/daughter's absence in writing.
- b) Every student has to secure a minimum of 75% attendance in each course. A student who has less than 75% attendance will not be allowed to sit the exam.

## 5) Holidays Part - J

- a) Classes at ELC will be closed on all Government & Public Holidays and for 5 days during each School Term Holiday.

## 6) Academic Year : Part - K

Academic year at ELC is January through December.

A parent guardian or sponsor must sign on behalf of a student who is under 18 years of age.