

**Primary / Secondary English Group Class
Terms and Conditions**

1. Fees

Lesson Type	Duration	Fees
P1 to P4 English	1.5 Hours	\$52.50/Lesson
P5 to P6 English	2 Hours	\$70/Lesson
Sec 1 to Sec 4 English (O level / IP / IB)	2 Hours	\$80/Lesson

- 2. Term-based Charging** - We adopt a term-based charging system where students would be billed on the first week of the school term for the entire term. The terms for 2023 are as follows:

Term	Dates	Lessons	Fees
Term 1	5 th December 2022 - 12 th March 2023	12	Primary 1 to 4: \$630 Primary 5 to 6: \$840 Secondary: \$960
Term 2	20 th March – 11 th June 2023	12	Primary 1 to 4: \$630 Primary 5 to 6: \$840 Secondary: \$960
Term 3	26 th June – 10 th September 2023	11	Primary 1 to 4: \$577.50 Primary 5 to 6: \$770 Secondary: \$880
Term 4	11 th September – 19 th November 2023	10	Primary 1 to 4: \$525 Primary 5 to 6: \$700 Secondary: \$800

*Note that for the graduating batches (PSLE / O levels), the number of lessons will be determined at a later date and they will be compressed between the September Holidays and the National Exam (PSLE / O levels)

3. **Payment due date** – Fees are due within 7 days from the commencement of the term
4. **Late Fees** – A late fee of \$50.00 would be charged for any outstanding fees after 7 days from the commencement of the term.
5. **Fee reminders** – Reminders for upcoming term payments would be sent via email or Whatsapp within 7 days prior to the commencement of the term.
6. **Discounts** – Any discounts offered at registration during various promotional periods will not be applicable for subsequent payments unless otherwise agreed upon with the student/parent.
7. **No Refund** – Students are expected to complete the term upon registration.
 - a. No refunds will be provided in the event of early termination.
 - b. No refunds will be provided for students who are enrolled for onsite lessons but chooses to attend online
8. **Material Fee** - There will be a one-time \$50 material fee at the point of enrolment. This is to cover all the materials that the student would receive over the course of the program. Students who join classes midway through the term will be given access to past materials from classes that they have missed.
 - c. Lost materials and notes would be replaced at a cost of \$0.20/page.
9. **Registration Fee** – There is no further registration fees or deposits.
10. **Lesson Recordings** – All group lessons are recorded and will be made available to students after every class.
11. **Missed Lessons** - In the event that a student misses a class for any reason, the lesson would still be charged, and he/she will receive the lesson recording and annotated materials from the class.
 - d. Where available, the student may still choose to attend a different class on a different day in addition to the receipt of the lesson recording.
12. **Public Holidays** – There will be **no** lessons conducted on public holidays. Students will receive a pre-recorded lesson and annotated materials for the class and where available the student may attend a different class on the different day in addition to the receipt of the lesson recording.
13. **Teacher on Medical Leave** – In the event that the teacher is on medical leave, the class would be made up for in one of the following ways:
 1. A group make-up date/time will be proposed for the make-up class
 2. If students are unable to attend the make-up class, they will receive a recording of the lesson and annotated materials from the class.
14. **Holiday Intensive Classes** – During the school holidays of March, June, September and December, there would be optional crash courses that students may attend, as an additional source of revision and practice. These crash courses are chargeable in addition to the regular term fees.



15. **Individual Classes** – Individual lesson rates range from SGD70 – 150/hour, depending on the level of the subject, with a **minimum** duration of 90 minutes and a maximum of 120 minutes.

3. Students are expected to attend lessons at a fixed time and day on a weekly basis. Ad-hoc lessons with different times & days will incur an **extra charge of SGD50/lesson**.
4. There will be a **\$50 material fee** charged in addition to lesson fees.
5. All individual classes are **billed monthly in advance**. There will be no refunds for unused lesson credits. Lesson credits can be carried forward to the following month and must be consumed that month, after which credits will be forfeited.
6. Ace Clinic must be informed **at least 48 hours in advance** for any cancellations or rescheduling needs to avoid a cancellation charge. For the avoidance of doubt if the student cannot make the class but fails to inform the center at least 48 hours prior, the lesson will be forfeited and charged in full.
7. In the event that the teacher is on medical leave, a make-up class will be scheduled at a mutually agreed timing, otherwise the lesson fees will be refunded to the student.

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