



SMART Centre
the art of education

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PVT & SEMI-PVT TUITION POLICY - 2021

- PVT lessons are subject to the availability of the tutor concerned and are booked on a first-come-first-served basis.
- We encourage students to get together with a friend (or friends) and arrange SEMI-PVT lessons instead of PVT-Individual lessons. This saves you a lot of money in the long run!
- **OPTION 1: (Ad Hoc)**
 - If you want occasional PVT lessons only, then you pay-as-you-go. The fee for these lessons is higher and is payable upon arrival or well in advance before each lesson. These lessons can only be offered if/when there is a slot available. Waiting lists may apply.
- **OPTION 2: (Long term)**
 - Slots will only be reserved for an individual (or Semi-PVT group) on a long-term basis if they are paid for up-front for each month or Term. Fees will be calculated as per the Fee Structure for 2021. There will be NO refunds, transfers or credits for missed lessons. A student may attend a group lesson in lieu of the missed PVT or Semi-PVT lesson if a group lesson is available. Those wanting more flexibility need to sign up for OPTION 1 please.
 - You '**own**' your slot. A slot may be 'gifted' or 'sold' to a friend in the event that you are unable to attend your lesson in a particular week. Any such arrangement will be between you and the third party involved. Smart Centre will require advance notification (at least 48 hours) of any PVT arrangements made with others regarding your slot. We will accept a maximum of two such arrangements per Year. It shouldn't be necessary to miss a lesson, since the lesson can be conducted online if you're away on holiday etc..
 - Missed lessons will be forfeited. Smart Centre reserves the right to withdraw tuition when a student frequently cancels or misses their lessons.
 - Missed/Cancelled lessons will be charged for in full.
 - Lessons cancelled by SMART Centre for whatever reason will be refunded in full where payment had already been received.
 - Tuition will be provided only on condition that you agree to **ALL** of the above terms & conditions.

Please sign this acknowledgement of receipt and return to the office:

I, _____, parent of _____ have read, understood and agree to the Terms & Conditions for receiving PVT tuition at Smart Centre.

Signed: _____

Date: _____