



**SMART Centre**  
the art of education

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## PVT & SEMI-PVT TUITION POLICY - 2024

- PVT Tuition is an absolute privilege & a luxury. It should be viewed as such.
- PVT lessons are subject to the availability of the tutor concerned and are booked on a first-come-first-served basis.
- We strongly encourage students to form SEMI-PVT GROUPS instead of opting for PVT-Individual lessons. In our experience, this arrangement is educationally optimal and MOST cost effective. Such groups must be formed by interested parties themselves.
- **RESERVED WEEKLY SLOTS (Long Term):**
  - Slots will be reserved for an individual (or Semi-PVT group) on a long-term basis only if they are paid for up-front for each month (or) Term. Fees will be calculated as per the Fee Structure for 2024.
  - There will be absolutely 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. Our Tutors are **NOT** obliged to make alternate arrangements when a student cancels the lesson. Such concessions will be at the discretion and availability of the Tutor concerned.
  - Weekday reserved slots are **NOT** negotiable, and students will be billed for their lessons whether they attend them or not. The only time you are not billed for a lesson is if it falls on a public holiday or during a Smart Centre holiday.
  - 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.. (Excluding Accounting)
  - **Missed lessons will be forfeited.** Smart Centre reserves the right to withdraw tuition when a student frequently cancels or misses their lessons. Our time is best spent on fully committed individuals.
  - 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.
- **VISITORS**  
Visitors are accommodated subject to the availability of Tutors & Slots. Advance bookings must be made for 'ad hoc' lessons. Visitor's Fees are applicable.

### Please sign:

I, \_\_\_\_\_, parent of \_\_\_\_\_ have read, understood and agree to the Terms & Conditions for receiving PVT/Semi-PVT tuition at Smart Centre.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_