



SMART Centre
the art of education

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PVT & SEMI-PVT TUITION POLICY - 2025 (REVISED)

- PVT Tuition is an absolute privilege & a luxury. It should be viewed as such.
- All PVT & Semi-PVT lessons are subject to the availability of the Tutor concerned.
- As of JANUARY 2025, PVT (individual) slots will no longer be reserved exclusively for one student only. Due to growth, our business model has had to adapt in order to optimally cater to the ever-increasing demand for our services. With this in mind, we will gradually be shifting our focus from a provider of (at least some) PVT (Individual) Tuition, to a more Semi-PVT (small group) focused approach. In our experience, small Semi-PVT groups are educationally optimal and MOST cost effective. To clarify, our definition of a "Semi-PVT Group" is a group of students in the same grade, from the same school. This is different from our general group lessons, which are comprised of students from a range of different schools, home-schools and tutor centres. Allocated slots may start off as a PVT (Individual) lesson, but may grow as other students from the same school join.
- **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 2025.
 - There will be absolutely NO refunds, transfers, or credits for missed lessons. A student may attend a general group lesson in lieu of the missed PVT or Semi-PVT lesson - if 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.
 - Permanently 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 scheduled Smart Centre holiday.
 - **Missed lessons will be forfeited.** Smart Centre reserves the right to withdraw tuition when a student frequently cancels or misses their lessons. It is our position that our time is best spent on fully committed individuals.
 - Missed/Cancelled lessons will be charged for in full. Students who attend three-term schools will be charged for lessons in August - whether they attend them or not. Where possible, the lessons can be offered online to students who are away on holiday. (Excluding Accounting)
 - 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: _____