

# Terms and Conditions



1) Please take notice that our official communication method is via **WeChat group**. All important notice including materials and code for online class will be released via WeChat group. Please be sure to cooperate with GM and pay attention to the notifications in the group.

2) The total fee shown above is net amount after discount. All the fee in the Payment Advice will include 8% GST.

3) All new classes need a minimum of 4 students to commence.

## 4) Tuition fee

(a) **\$20 registration fee** is applied for new students. If the new student has a sibling who registered for the course at GM the previous year, the registration fee for the new student will be waived.

(b) Tuition fee must be paid **before 1st lesson** starts. There will be **a late payment charge of \$50** if tuition fee is received after 2nd lesson of the Term. If we don't receive the tuition fee before the 3rd week, we have the right to refuse the student to attend class.

(c) One-time trial lesson is available. The fee is the same as the regular course price. Please make arrangement with our admin before taking trial lesson.

## 5) Tuition Fee Discount:

### (a) Regular Class

(i) 2 Subjects - discount \$2.50/per lesson (Except for all Composition Course).

(ii) 3 Subjects & above - discount \$5.00/per lesson (Except for all Composition Course).

### (b) Holiday Class

10% discount will be given to current students (Register more than 5 lessons in the previous term).

## 6) Referral system

When a new student enrolls for a full-term course (at least 10 lessons),

(a) The referrer will get \$50 (including prevailing GST) discount on the next bill. This referral discount is not redeemable for cash and is valid for 1 year only.

(b) Registration fee (\$20) for the new student will be waived.

7) **Two weeks' written notice** is required if there is a course withdrawal in the middle of the Term.

## 8) Make up Lesson Policy

(a) If a student is not able to attend his/her class, he/she is allowed to attend other slots within the same academic week (**Every Wednesday to next Tuesday**) after arranging with admin of GM via phone call to 6659 1339(CW)/69081389(CS) or private message through WeChat to **GM admin** during GM Operating hours as follows:

### Commonwealth Branch:

- **Mon to Wed: Closed**
- Thu to Fri: 11.00am to 5.00pm
- Sat to Sun: 9.00am to 6.00pm

### City Square Mall Branch:

- **Mon to Tue: Closed**
- Wed-Fri: 11.00am to 5.00pm
- Sat to Sun: 9.00am to 6.00pm

### Tips:

For WeChat arrangement, please ensure that you receive confirmation message from GM prior to attending the make-up lesson.

(b) If there is no other available slot for make-up lesson (only one class in the same academic week or missed the last lesson in the same academic week), the student would be given worksheets via e-mail or WeChat message to complete and take initiative to review the completed work with teacher during the subsequent lesson time.

(c) **Every student is offered 3 make-up lessons per term.**

(d) **No refund** would be given if the student has missed any lesson. **For holiday programme, once materials have been sent out, the class cannot be withdrawn.**

9) All worksheets and materials provided by Greatminds School are used by the registered students and Greatminds School authorised teachers. Regardless of any circumstance, these worksheets and materials are not to be disclosed to any third party. GM reserves the right to release to its registered students, all relevant course materials, only ONCE, through its official channels and in whatever format it deems appropriate for the execution of each individual course.

10) For online lessons(Zoom), please be informed that we **do not provide recorded videos, nor do we allow any form of video recording.** This course must be attended by the registered student only. **The code can't be shared** with anyone without registration. Greatminds School reserves the right to pursue responsibility in case of violations.

The course code will be **pre-scheduled** and be posted in the WeChat **group notice** in advance. Our teachers have the authority to move any user who does not display the registered student's name to waiting room without any notice during the lesson.

**11)** You can also find our latest schedule from our **Official WeChat Account / Face book / Website.**

**12)** Greatminds School reserves the right to make any adjustments to the programme schedule and tuition fee at its own discretion as well as reserving the right to interpret the courses.

Greatminds School

Updated on Feb 2023