

Notice to Students and Parents

WAYS TO ENSURE EFFECTIVENESS OF THE A+ LEARNING CENTER METHOD

To benefit fully from the A+ Learning Center Method, I understand that _____ / _____ should:

- Attend each session
- Study on a daily basis according to the instructor's directions.
- Return completed homework, as well as incomplete worksheets, to the instructor.
- Submit all required tasks according to the requirements.
- Review all the checked/reviewed tasks by instructors if any.
- Study year-round even during summer and winter vacations.
- Follow all Center rules.

For my child to benefit fully from the A+ Learning Center Method, I understand that I should:

- Inform the instructor in advance if my child is unable to attend a session, and make arrangements to obtain his/her daily assignments.
I understand that make-up assignments are not provided.
- Familiarize myself with my child's A+ Learning Center work and progress.
- Encourage him/her to study responsibly and consistently, and ensure homework assignments are completed.
- Provide praise and positive reinforcement.
- Ensure that my child's completion times are recorded accurately.
- Assist my child's task submission in the required method.
- Check my child's class performance report on a regular basis if any.
- Communicate with the head teacher about my child's progress if needed.

TUITION

Tuition

- The trial class is free of charge. There is only one free trial class for each course.
- There are two tuition terms in one academic year, five months for each term. The first term starts from the beginning of September to the end of January. The second term starts from the beginning of February to the end of June. The tuition fee shall be paid according to the total courses in the term, and with no refund.
- In the first month of two terms (September and February), there is a 5% discount for two different regular courses enrollment.
- Registration fee and administrative fee are non-refundable.
- All tuition fees are non-transferable.
- All camps are non-refundable.
- If you fail to pay your child's tuition in a timely manner, instructors are free to withhold worksheets and prevent your child from attending A+ Learning Center sessions.

Suspension

- Passive suspension of classes: If the student disrupts the classroom order seriously, the teacher has the right to suspend the student from all classes.
- If the student is absent for four or more consecutive weeks, the courses can be suspended one week in advance. The tuition fee can be directly transferred to camp, other courses, or the next term.

Absence in Regular Courses

- If the student is sick or absent from class for other reasons, please ask for leave in advance to facilitate the arrangement of make-up classes. Absence without asking for leave in advance will not be arranged for any further make-up class.
- Make-up lesson is only valid in the same term. Once the term is over, make-up lessons clear to 0. There are three types of make-up lesson choices: 1. Follow a lesson if there is any equivalent courses of the same level; 2. One hour make-up lesson (Students will need to follow teachers' schedule. The arrangement of a make-up lesson is according to teachers' availability. If there's no matching time between teachers' and students' availability, then it's possible that a make-up lesson can not be arranged); or 3. Students can choose another class other than the enrolled courses to cancel out the make-up lesson/missing lesson.
- After confirmation of the make-up class, if the student is absent, second make-up opportunity will no longer be provided.
- If courses need to be suspended due to special reasons. The tuition fee can be directly transferred to camp, other courses, or the next term.
- There is no make-up session for those who missed the ordinary camp session.
- In case of any personal reason or special circumstance, classes during camp can be suspended with notification at least three weeks in advance. The remaining fees can be transferred to other A+ courses.

Absence in One-on-One Tutoring

- Leave notice must be made at least 7 days/5 business days in advance before the day of affected class.
- If the leave notice is made least 7 days/5 business days in advance before the day of affected class, the missed class can be postponed without charge.
- If the leave notice is made within 7 days/5 business days in advance before the day of affected class, a make-up class in other regular group class can be arranged accordingly.
- No refund and no make-up class will be made if the student fails to attend the class without leave notice.

Class Adjustment

- During the term, students may have class adjustments according to the academic performances.
- Class adjustment: A class upgrade/downgrade suggestion might be given during the term once the student meets the upgrading/downgrading standards/requirements. Class schedule might be changed based on class adjustment.

REFUND

- When refunds are requested in writing prior to completion of the program, the amount of any refund will be determined based on the following:
Termination prior to participation in the first lesson: A+ Learning Center will refund the program tuition less any applicable fees.
Termination after participation within one month of the program completed: A+ Learning Center will refund 50% of the total tuition less any applicable fees.
Termination after more than one month of the program completed: No refunds.
Applicable Fees: For all refunds paid, a \$300 administrative fee will be deducted from the refund amount.
- All written refund requests should be directed to A+ Learning Center Administrator at aplus.edu@outlook.com.
- All camps are non-transferable, non-refundable and are not eligible for any other policies or guarantees not specifically outlined in this contract.

LIABILITY

- Parent (or Guardian) and Student acknowledge that no warranty or guarantee, express or implied, is made as to any Student's college admission outcomes or admission to any particular school, nor to performance on any test or in any other procedure or process designed to assess a Student's intelligence, knowledge or academic abilities, and hereby waive any such warranty or guarantee that otherwise may exist by operation of law.
- A+ Learning Centers are not day-care center. They cannot provide child care services. Parents and guardians are advised that each child's study session varies in length according to the time it takes to complete the day's assignment. If, in the parent's or guardian's determination, a child is not old enough to go to and from the Center on his/ her own, the parent/guardian is responsible for assuring the child's arrival and departure. The A+ Learning Center is not responsible for ensuring that any child stays on the premises.
- The parents/guardian shall be liable for any damages and injuries caused by their child to other persons and the parent agrees to hold harmless, defend, and indemnify Mia Global LLC., and its instructor. The instructor is not liable for any A+ Learning Center student outside the Center facility before the student enters or after the student leaves the Center.

MISCELLANEOUS

- Copyright-- The A+ Learning Center worksheets are copyrighted material, subject to U.S. copyright law. Any reproduction (including photocopying) reuse or distribution of the A+ Learning Center worksheets is expressly prohibited. Violators will be liable to the fullest extent of the law. Once worksheets are used, they are to be sent home with the students.
- Not a Child or Dependent Expense-A+ Learning Center tuition does not qualify as a child care or dependent care expense. Therefore, parents should not attempt to claim it as a tax credit or for reimbursement via a flexible spending account. Instructors are not required to provide their social security numbers or employer identification numbers for this purpose.
- This Notice sets forth certain current policies; however these policies may be changed or modified by us as circumstances require.
- This notice is not a contract

Authorization

- I/We authorize A+ Learning Center to use my/our child's image/likeness and completed class work for promotional purposes.
- I agree with the above statements and would like my child to be enrolled in the A+ Learning Center.

Student's Name (Printed Name)

Date

Parent's Name(please print)

Parent's Signature

Date