

## **Terms and Conditions for Student Enrollment**

### **1. Enrollment Policy**

- 1.1 Students are enrolled for one academic term at a time.
- 1.2 Each term consists of a fixed duration, and the specific start and end dates will be communicated at the time of enrollment.
- 1.3 Enrollment automatically expires at the end of the term. To continue, students must complete the re-enrollment process for the next term.

### **2. Class Schedule and Attendance**

- 2.1 Each student is required to attend **two classes per week** as per the schedule provided.
- 2.2 Students are expected to be punctual and actively participate in all scheduled classes.
- 2.3 Attendance is monitored, and regular updates will be shared with parents.

### **3. Weekly Assessments and Reporting**

- 3.1 At the end of each week, a test will be conducted to evaluate the student's understanding and progress.
- 3.2 Test results will be documented, and a performance report will be generated for each student.
- 3.3 Reports will be shared with parents electronically or in hard copy, depending on the institution's policy.

### **4. Parent-Teacher Meetings**

- 4.1 At the end of each term, a comprehensive meeting will be held between parents and teachers to review the student's overall performance.
- 4.2 The meeting will cover:
  - Weekly test results and progress reports.
  - Feedback on the student's class participation and behavior.
  - Recommendations for the next term.
- 4.3 Parents are encouraged to actively participate in these meetings to support their child's academic growth.

### **5. Non-Attendance and Missed Classes**

- 5.1 If a student misses scheduled classes without prior notice, the administration will arrange a meeting with the parents to address the issue.
- 5.2 Repeated non-attendance without valid reasons may result in the suspension of the student's enrollment.
- 5.3 Missed classes will not be rescheduled unless approved under exceptional circumstances.

### **6. Code of Conduct**

6.1 Students are expected to maintain discipline and show respect towards teachers, classmates, and the learning environment.

6.2 Any form of disruptive behavior, misconduct, or violation of class rules may lead to disciplinary actions, including potential termination of enrollment.

## **7. Fees and Payment Policy**

7.1 All tuition fees must be paid in full before the start of the term.

7.2 Fees are non-refundable once the term has commenced, except under exceptional circumstances approved by the administration.

7.3 Late payments may result in penalties or suspension of enrollment until dues are cleared.

## **8. Re-enrollment and Cancellation**

8.1 To continue studies after the current term, students must complete the re-enrollment process, including fee payment, before the deadline.

8.2 If enrollment is canceled during the term, any re-enrollment request will be subject to seat availability and administrative approval.

## **9. Parent Meetings for Non-Attendance**

9.1 If a student is consistently absent or failing to meet performance expectations, parents will be required to attend a meeting with the administration to discuss solutions.

9.2 Failure to cooperate in resolving attendance or performance issues may result in the termination of enrollment.

## **10. Privacy and Confidentiality**

10.1 All student information, including reports and assessments, will be kept confidential and shared only with authorized individuals.

10.2 Parents and students are expected to respect the privacy of other students and staff.

## **11. Amendments to Terms and Conditions**

11.1 The institution reserves the right to update or modify these terms and conditions as necessary.

11.2 Parents and students will be notified of any changes in advance.