

Dear Students, Parents/Guardians,

### Terms and Conditions:

1. Makeup classes will only be given (based upon availability) for classes missed due to an emergency or if prior notice (24 hrs) is given.
2. Barring emergencies, lessons cancelled with less than 24 hours' notice will be billed.
3. One-on-one sessions cancelled with ample notification (24 hours) or for emergency reasons can be rescheduled with the tutor at a mutually convenient time, within the active term.
4. Fees will not be refunded or adjusted against next month's fees ( may only be provided as make-up classes).
5. Any classes cancelled due to inclement weather (following the region's school board) will not be given as make-up classes. M'Learnin Centre is unable to offer refunds if any classes are cancelled due to inclement weather, or circumstances out of our control.
6. Only pre-authorized payments are accepted. All payments are deducted by the 10th of each month. This reserves the chosen day(s) and time(s) for the class.
7. If a student will be discontinuing the classes, a notice is required before the start of the next month to avoid getting charged. Failure to provide notice may result in being billed for the new month, and a refund may not be issued.
8. Sessions are billed according to the agreed upon frequency as per the original registration. If a change is required to this frequency the office must be notified to allow us to adjust the tutor's schedule to the new requirement. Session durations if altered and reduced without notifying the office will be billed at the original agreed-upon time. Any additional hours added to the scheduled session will also be billed at the required rate.
9. Each session is a minimum of one hour. Sessions attended by the student for less than an hour will still be billed for the whole hour.
10. M'Learnin Centre makes no promises or warranties with regard to a student's performance as a result of any tutoring provided.

Thank you for your understanding and cooperation. If you have any questions or concerns, please email at [info@learnincentre.com](mailto:info@learnincentre.com).

M'Learnin Centre