

NOTICE TO PARENTS

TO ENSURE EFFECTIVE LEARNING

1. Eye Level recommends the Twice-a-week Classes package; Students may choose the Once-a-week Classes package.
2. Regular attendance and on-time homework submission shall be practiced.
3. If a student is unable to attend classes, the parents shall inform the instructor in advance. (The booklets for the missed classes can be collected in advance or later.)
4. Students shall complete booklets as assigned by the instructor.
5. The instructor determines the number of booklets to be assigned per week based on the Eye Level’s progression guidelines taking into account the student’s ability and performance.

The maximum number of booklets per week to be covered in class and at home for a student is as follows:

- a. Eye Level Math
 - Offline Modules: Once a week=4 booklets; Twice a week=6 booklets
 - Offline + Online Modules (Level 3-15): Once a week=4 booklets; Twice a week=5 booklets + Online: 3 Basic Thinking Math booklets
 - b. Play Math: 1 booklet per week
 - c. Eye Level English: Once a week = 2 booklets; Twice a week = 2 booklets
 - d. Happy Talk: Once a week = 1 unit
 - e. Chinese Junior: Once a week = 1 booklet; Twice a week = 2 booklets
6. Parents are advised to make sure that their child completes the assigned homework.
 7. Parents are encouraged to do home-marking when needed. (Please consult the instructor for further details.)
 8. To maximize the level of consistent progression, students are encouraged to study at Eye Level continuously throughout the year without taking breaks even for the periods of school examinations and school holidays.
 9. To achieve the projected academic goals, students are recommended to study continuously at Eye Level for the minimum of 18 months.

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RULES AND REGULATIONS

A. Fees

1. Upon enrollment, Registration Fee, Learning Fee and Fee Deposit shall be fully paid.
 - Registration Fee: RM50
 - Learning Fee: Please refer to the fee structure on the following page.
 - Fee Deposit: One-month Learning Fee for all the subjects registered
2. The Fee Deposit is calculated on a subject basis: One-month Learning Fees for all subjects of registration shall be added to come up with the Fee Deposit.

When a student enrolls in Eye Level Math (Twice-a-week Classes, Lower Level, Learning Fee: RM190) & Eye Level English (Once-a-week Classes, Higher Level, Learning Fee: RM180), the total amount of the fee to be collected is calculated as follows:

Registration Fee + One-month Learning Fee + Fee Deposit
 = RM50 + RM370 (RM190+RM180) + RM370 (RM190+RM180) = RM790

*** Fee Deposit is equivalent to the one-month Learning Fees for all subjects registered.**
3. Monthly Learning Fees are due in advance. The Learning Fee for an upcoming month shall be paid by the end of the last week of the current month. (For example, the Learning Fee for August is due by the end of July).
4. The paid Learning Fee will not be refundable for any lessons students missed.
5. In the event that the amount of Learning Fees are amended, parents shall top up the initial Fee Deposit or receive a refund by the difference between the amount of the original Learning Fee and that of the amended one.
6. All fees paid are non-refundable.

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B. Absence/ Discontinuation

7. The Learning Fee is due in full even if the student has attended only one lesson and/or the student has collected only one booklet for the month.
8. In the event that student will be absent for a month, parents shall inform the instructor by 20th of the previous month (For example, a temporary absence of the whole month of August 2016 must be informed by 20th July 2016). One full-month Learning Fee shall be deducted from the Fee Deposit or the full-month Learning Fee will be charged, if the parents failed to inform the instructor accordingly.
9. If a student stopped coming to the Center for the minimum of consecutive three months, he / she is considered as “discontinued”. The Fee Deposit paid will be forfeited. Upon re-enrollment, a freshly calculated amount of the Registration Fee and the Fee Deposit will be collected.

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C. Others

10. Students shall strictly observe the following rules:
 - Be punctual for every class
 - No eating in the Center
11. Parents/guardians are advised to pick up their child punctually at the end of each class.
12. Centers are closed on public holidays with no replacement classes.
13. If two public holidays were to fall on the same class days in the same month, one replacement class will be provided. (The day for a replacement class will be determined by the instructor of the Center.)
14. The Centers will give an advance notice about the Center holidays, which do not exceed 2 weeks per year. (Booklets for these holidays can be collected in advance.)
15. All Centers strive to maintain the safety standards and protect the well-being of all students. However, the Center of your child’s enrollment is not be held responsible for any accidents not due to its negligence.

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D. Promotions

16. Any promotions made by Eye Level will be bound to the terms and conditions set by Eye Level.
17. Third child students entitled to a discounted rate will not be entitled to any additional promotional packages/fees.

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FEE STRUCTURE FOR EYE LEVEL SUBJECT

Subject	Level		Class Frequency	Monthly Fees
Math	Lower	L1-23	1/ week	RM150
			2/ week	RM190
	Higher	L24-32	1/ week	RM170
			2/ week	RM210
Play Math	60 Booklets		1/ week	RM190
English	Lower	Pre-A - I	1/ week	RM160
			2/ week	RM210
	Upper	L5-8	1/ week	RM180
			2/ week	RM230
Happy Talk	L1-4		1/ week	RM100 (Existing Eye Level students enrolled in Eye Level English)
				RM150 (Existing Eye Level students not enrolled in Eye Level English / New students)
Chinese Junior	L1-3		1/ week	RM190
			2/ week	RM290

***Fee structure is subject to change.**

I, _____, parent/guardian of _____, have read and agreed to the rules and regulations stated in the Notice to Parents and would like to enroll my child(ren) at _____ Eye Level Learning Center. If there is any discrepancy between the signed copy and others, the signed copy shall prevail.

Signature

Date