

## Admissions Terms and Conditions

### *Admission and Payment*

- All student admissions will be confirmed after the first payment and completion of the admission form(s).
- Registration Fee: £0.
- The Admission Form must be completed before a student starts their first session.
- Parents/Guardians must pay their child's tuition fees in advance for each instalment. Payments to be made:
  1. **Full Payment Option:** If payment is made altogether, a discount will be given.
  2. **Instalment Payment Option:** Alternatively, payments can be made in two instalments:
    - First instalment to be cleared by 15th September 2024.
    - Second instalment to be cleared by 15th December 2024.
- Tower Hamlets Education Booster reserves the right to impose fines on parents for any damage caused to property by the student or parent.

### *Absence*

- Any student who is absent without 24 hours' notice will be marked as an unauthorised absence.
- Parents must give at least 24 hours' notice if their child will not be attending classes. Any authorised absences/missing lessons can be made up by Tower Hamlets Education Booster providing homework.
- Unauthorised absence of 3 weeks or more without a valid reason will result in Tower Hamlets Education Booster cancelling the registration of the student without refunding the payment already made. Re-registration will be subject to availability.
- Students cannot claim a refund on the payment if they leave without the statutory full one-month notice period or have three weeks of unauthorised absence.
- If a student decides to leave permanently, Tower Hamlets Education Booster will refund the advance payment only if one month's notice is given.

### *General Matters*

- All students and parents are advised to look after their own belongings. Tower Hamlets Education Booster will not accept responsibility for lost, stolen, or damaged property.
- Parents are responsible for the safe transport of their child to and from the centre. Unfortunately, Tower Hamlets Education Booster does not have parking spaces available for parents or staff. We encourage students to travel by foot, cycle, or public transport as we are an environmentally friendly organisation.
- We may take your child's photo for our internal database or internal use only.
- Parents are advised to provide a light snack and water for their children.
- If students decide to leave the tuition centre premises against the advice of the staff, Tower Hamlets Education Booster will not bear responsibility for their safety.

- Tower Hamlets Education Booster does not bear responsibility for any student outside of tuition hours.
- Parents are strongly requested not to sit in the waiting area except for meetings with management and tutors only. This causes disruption to lessons and is a serious fire hazard. Noise will not be tolerated within the corridors at any time. Please be considerate towards other individuals also using the building.
- Tower Hamlets Education Booster aims to provide a safe and positive learning environment for all students. If we feel that a child's behaviour is problematic and negatively impacts other children or staff, Tower Hamlets Education Booster will not hesitate to exclude that child.
- Whilst every care is taken to ensure that the children are safe and do not get hurt, accidents may occur. Tower Hamlets Education Booster will inform the parent/guardian immediately with details of the incident. A first aid kit and qualified first aiders are on site. Tower Hamlets Education Booster will accept no liability for any harm or injuries.
- Parents are not allowed to take any contact details of staff or other students.