**SINDHU’S ACADEMY**

**MYP 2 Registration form - Academic Year 2020/21**

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| --- | --- |
| Name of the Student | * Boy
* Girl
 |
| Name of School |  |
| Year / Grade |  |
| Subjects for Coaching | * Mathematics
* Sciences (include Physics, Chemistry, Biology)

(Please tick your preference) |
| Start date |  |
| Email(student) |  |
| Contact Number (Student) |  |
| Street, House no. |  |
| Postal code, City |  |
| Country |  |

**Parent/Guardian details**

|  |  |
| --- | --- |
| Name of Parent |  |
| E-mail |  |
| Contact Number |  |

**Terms and Conditions:**

1. Every student is expected to attend the lesson on time with a tolerance of max 5 mins.
2. Absence policy: a) Prior notice of 24 hours before the lesson is mandatory.

 b) Sickness is an exemption. However, sickness should be reported atleast 15 minutes before the start of the lesson.

1. Discipline is given priority. Tutor is allowed to expel student after 3 warnings.
2. Every student is expected to submit the home work on time (if applicable).
3. Student is expected to behave appropriately in the class and follow the instructions of the teacher carefully. In case of inappropriate behaviour, teacher may ask the student to leave the class.
4. Food items like chips/crisps are not allowed during the lesson.
5. Invoice: The hourly rate is defined as per the grade of the student. The monthly invoice along with the attended dates and fee amount will be sent out to the parent at the end of each month.
6. Late arrival will be considered as one full lesson.
7. Extra hours may be considered depending on the requirement.
8. If the student did not completely understand the topic.
9. If the student has to attend exam at school.
10. If the tutor feels the necessity of an additional hour for the topic to be finished.

 Extra hours will be charged and sent along with the monthly invoice

1. Payment of the invoice is due within 7 days after the date-of-invoice.
2. Termination of Contract: Termination of contract is possible any time during the year with a prior notice by email.
3. Termination is accepted after the clearance of the due fee amount.
4. Re-admission depends on the availability of slots.

**Parking:**

1. Not to create inconvenience to neighbours, students/parents are requested to free up the parking slots in front of the academy as soon as drop-off/pick up.
2. If parent(s) would like to wait, they can park their cars at the nearest possible free parking along the street or stipulated parking areas.

**Photos consent:**

I give my consent to publish the photo(s) of my daughter/son on the official website of Sindhu’s Academy.

* Yes
* No

I HAVE READ AND ACCEPT THE TERMS AND CONDITIONS OF SINDHU’S ACADEMY. I UNDERSTAND THAT THIS MAY BE REVEIWED AND REVISED AS NECESSARY AND THAT I WILL BE PROVIDED WITH WRITTEN NOTICE OF ANY SUCH REVISIONS/CHANGES TO THIS AGREEMENT.

**Name Parent/Guardian:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature & Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_