

## Rules and Regulations for One-to-One Online Tuition

01. Tuition fee is paid in advance, before lessons.
02. Tuition fee is strictly non-refundable and non-transferable.
03. Lesson is conducted online via Zoom, unless specified otherwise.
04. Any cancellation of lesson is forfeited without any fee refund.
05. Any reschedule of lesson is subject to tutor's approval. If approved, it should be done within the next 3 days. In the event student fails to attend the proposed makeup lesson, the lesson could be forfeited without any fee refund.
06. Our centre reserves the right of the final decision on this set of rules and regulations and all the other matters regarding our tuition.