

## GENERAL TERMS AND CONDITIONS OF ENROLMENT

(The following terms and conditions apply to all Children of the Centre)

**Definitions.** The Centre shall mean the Centre that is wholly operated by its employees, directors, shareholders, associates, whether a corporate or person. The Customer shall mean the parent, guardian, legal or otherwise, who is responsible for the Child as enrolled. The Child shall mean the Child belonging to the Customer.

**OPENING HOURS.** The Centre reserves the right to change its opening hours at any time at its sole discretion. The Centre shall be closed for (1) all gazette holidays and school holidays as declared by the authorities or due to circumstances beyond the control of both parties including but not limited to occurrence of haze, natural disasters, etc. or (2) any additional holidays in accordance with the guidelines of the relevant authorities or otherwise. In any event, no reduction of fees shall be allowed.

**ADMISSION.** The Customer warrants that all information provided by the customer in the registration Forms or Medical Declaration Forms are accurate and complete. Completion of the required forms and payment of all fees in full shall be conditional for the admission of the Child. The Centre reserves the right to: (1) at any time, place the Child in a class which the Centre deems academically and developmentally suitable to the Child's needs, (2) refuse admission and to terminate enrolment of the Child from the Centre, if the Child is deemed by the Centre to be unfit for enrolment or continuance in class, (3) discontinue enrolment of the Child in the Centre for any reason whatsoever, (4) remove from or prevent the Customer/Child from entering the Centre's Premises. In any event, the Centre, its staff and associated parties shall not be liable in any way for any inconvenience, difficulties or losses whatsoever suffered by any party and no reduction of fees shall be allowed.

**FEES.** All Centre fees are to be paid in advance on or before the 5th day of the month scheduled by the Centre prior to the beginning of each term. Fees are (1) quoted exclusive of all taxes (including value added taxes, withholding taxes, etc.), tariffs, duties, bank commission (e.g. outstation cheques), etc. (2) payable unconditionally without any deduction, counter-claim, set-off, notice or demand from the Centre, and (3) neither refundable nor transferable. In the event of late payment of fees, the Centre reserves the right to (1) charge the Customer late payment penalty of 1.5% per month based on the outstanding balance, and/or (2) suspend/terminate the enrolment of the Child concerned until outstanding fees have been paid in full. All payments must be in the form of crossed cheques or bank drafts, made payable to the Centre only. In the event cash payment is made by the Customer, the Centre shall not be held responsible for any loss or misappropriation of the cash involved. The Customer must always (1) request from the Centre a copy of the Centre's authorized official receipt for all payments made as evidence (2) safe keep and produce the original copy of such Centre's authorized official receipt for verification purposes. The Centre reserves the right to amend, at any time, upon giving reasonable notice of the same, the fee structure and any other payment payable by the Customer/Child. Fees are normally reviewed on an annual basis and fees indicated in the current schedule may not be the fees applicable for the term being offered.

**MEDICAL.** The Customer is responsible to declare wholly and accurately in writing to the Centre of any medical condition of the Customer's Child. In the event of any medical emergency, the Customer authorizes the Centre to seek medical attention for the Child from the nearest available medical practitioner, clinic or hospital and shall further hold the Centre, its staff and associated parties harmless in any way whatsoever for any treatment, attention or medication administered to the Child by such medical practitioner, clinic or hospital. The Customer agrees to bear all costs and medical charges incurred with respect to the above and shall take no recourse whatsoever against the Centre, its staff and associated parties.

**NOTICES.** Any notice to be given by the Centre to the Customer/Child shall be deemed to have been given if sent by hand or pre-paid ordinary post or via e-mail to the address of the Child contained on the student registration form or to the last known address as informed to the Centre in writing by the Customer. The Customer shall allow the Centre or its associated parties to send any form of communication to the Customer/Child. The Customer and the Child shall abide by the Centre's Rules and Regulations or any updates introduced by the Centre from time to time. The Centre reserves the right to amend, annul or add to the terms and conditions of enrolment and Rules and Regulations of the Centre from time to time. Such amended terms and conditions shall be deemed to be applicable to all Customers whose Children are enrolled in the Centre, irrespective of when the Children have been enrolled.

**TRANSPORT.** The Customer can either arrange his/her own mode of transportation, or transportation as listed by the Centre subject to Customer's own discretion. For security and safety reasons, (1) the Customer shall inform the Centre of the mode of transportation in writing (2) the Customer shall agree to abide by the Centre time-table. For transportation as listed by the Centre and chosen by the Customer, the Customer shall (1) call the transporter and make such arrangements directly (2) pay all transport charges to the transporter (3) ensure that someone is with the Child upon pick up and drop off, and (4) communicate in writing to the Centre if the Customer wants the Child to be dropped off at locations other than that as declared in the Registration Form. The Centre shall not be held liable should the transporter fail to pick up or drop off the child for school. The Customer agrees to hold the Centre, its staff and associated parties harmless against any liability, loss, injury or death suffered by the Customer or the Child caused directly or indirectly by the transporter or any others parties.

**NON-DISCRIMINATION.** The Centre shall be entitled to select any Child the Centre deems to be the best suited for any events or activities, whether as representative of the Centre or class, at its sole discretion. Such acts shall not be deemed to be discriminatory by the Child/Customer and no action shall be taken accordingly. The Customer expressly permits the Centre to use photographs, images or materials of your Child for the purpose of advertising and promotion of the center or associated parties.

The Centre shall be solely responsible in obtaining the necessary permission before providing the use of photographs, images or materials of your Child for the purpose of advertising and promotion of the Centre or associated parties. The Centre shall not hold Q-dees Group of Companies liable against any legal proceedings.

**VALUABLES.** The Child is not allowed to wear/bring money/items of value or toys (e.g. jewelry/mobile phone) to the Centre, its staff or associated parties shall accept no responsibility for the loss of such items.

**LIMITATION.** All reasonable care shall be taken by the Centre for the Child. However, the Centre shall not be liable for any liability whatsoever. In any event, the Customer agrees that the liability of the Centre, its staff or associated parties (regardless of form of action, whether in contract, negligence or otherwise) shall be limited to 1 month's school fees.

**DISCLAIMER.** This Registration Form does not constitute a legally binding relationship between the Customer and / or Child with Q-dees Group of Companies. Q-dees Group companies has not authorized any person to give any information or to make any representation other than those contained in the Registration Form. If however any such information or representation given or made, it should not be relied upon as having been authorized by Q-dees Group of Companies.

**CCTV.** In the interest of security, safety and for monitoring purposes, closed-circuit television (CCTV) may be installed at the Center. The installation of CCTVs will help to improve the overall security and safety as well as for general use of the Centre. Neither Q-dees Group of Companies and/ or its affiliates will be responsible for the installation and/ or the daily operations of the CCTVs.

**PRIVACY.** I have read the Personal Data Protection Notice ("Notice") (also posted on: <https://www.q-dees.com/privacy/>) and agree to the processing of my personal information and the personal information of my child in accordance with the Notice. I would also like to receive direct and indirect marketing materials from the Q-dees Group of Companies (or its supplier) including future events, promotions, updates and any others marketing activities.