



Rules and Regulations of TLC

All TLC parents are advised to read the policies and the terms and conditions governing the admission to Touch Learning Center and the child's continued enrollment as a student of the school, as set out below.

1. All references herein to "parents" shall mean either parent of the child or legal guardian and the provisions herein shall be binding on them jointly and severally.
2. Parents intending to enroll their child to the school must submit the Admission Form, duly and accurately completed and signed. Any false, inaccurate or misleading information may lead to rejection of the application or to the child's withdrawal from the school. The parents must at all times inform the school of any changes to such information.
3. An Admission Fee (please refer to the Fee Structure) is payable in full with each submission of the Admission Form. The Admission Fee shall be payable at the time of submission of the Admission Form.
4. The Admission Fee covers only for admission to the school for the Academic Year applied for and does not form part of the school's Fees. The Admission Fee is non-transferable and non-refundable regardless of whether the child is successfully admitted to the school or otherwise. The receipt of the Admission Fee by the school does not oblige the school to assess and / or admit the child. The school's decision is final.
5. The admission of the child is at the absolute discretion of the school and the school is not obliged to offer any justification for the rejection of any application.
6. The placement of the child is also at the absolute discretion of the school and in this regard, the school generally takes into consideration various factors, including but not limited to: the child's age, academic ability, level of achievement relative to the school's current students and the child's behavior.
7. On being offered a place, the parents shall pay the required school fees at the rate applicable for the Term for which the place is offered within and no later than the stipulated deadline as stated on the Fee Structure 2023. Please note that fees are normally reviewed on an annual basis and are subject to change at the discretion of the school.
8. The school reserves the right to place the child in a class which the Principal deems academically suitable to the child's needs at any time and from time to time whilst the child is enrolled at the school. This may include requiring the child to repeat one or more academic year(s).
9. Any breach of the rules and regulations may result in a fine on the student.
10. The school reserves the right to suspend or expel a child in a case of misconduct or a serious breach of discipline, particularly if this has a detrimental effect (in the opinion of the school) on the other students in the school.

11. The school may require at any time the withdrawal of a student from the school for any reason at the discretion of the Principal. Reasons may include matters related to the child's inability to participate in or benefit fully from the school's curriculum or if there is a breach by the parents or the child. The school's decision is final.

12. In the event of the child having a contagious or infectious disease or illness or in the event of an outbreak of a contagious or infectious disease or illness at the school regardless whether the child is so infected or otherwise, the Principal may at his / her discretion prohibit the child from attending at the school for such period as the Principal deems necessary. The parents or child shall have no claim against the school arising from any such action taken by the Principal.

13. The student must attend all classes regularly, participate in all relevant school or extra curriculum activities and sit for all relevant examinations applicable to the student unless excused on medical grounds or other compelling strong reason. Failure to attend classes shall entitle the school to take such actions as may be required, including without limitation, requiring the student to repeat (an) Academic Term(s) or to be withdrawn from the school.

14. The parents agree that, if the child is identified by the school as having additional learning needs, then an external assessment of the child by a professional or teacher of the school's choice will be supported and paid for by the parents.

15. In case of medical emergency, where neither parent can be contacted to give consent, the parents consent and authorize the Principal to authorize the medical examination of the child by a registered doctor, or send the child to a clinic / medical center, and all expenses thereby incurred will be on the parents' account and the parents agree to indemnify the school fully.

16. The parents agree that the school shall not be liable for any death, personal injury or any loss or damage of any kind whatsoever which the child may sustain at any time either within the school premises, authorized field trips or elsewhere, which is not attributable to the negligence of the school, teachers, volunteers or employees.

17. The school shall be entitled at any time to amend, add or delete any rules and regulations in respect of the admission for the child and his / her continued enrollment at the school.

18. The school may at any time review, amend or make such rules and regulations relating to the conduct of students in the school and all such matters that the child and / or parents may be required to do or comply with as a student of the school.

19. A breach of any rules and regulations in force, whether recently enforced, reviewed or amended shall be deemed to be a breach of the terms and conditions herein, where the consequence stated in Clauses 9 and 10 above shall apply.

20. The parents hereby gives their consent for the school to take such photographs, images, recordings, works or derivative works of the child & parents and to use, free of charge, such photographs, images, recordings, works or derivative works in any media and for whatever purpose as the school shall deem fit, including without limitation for any promotional materials, including website of the school.

21. All notices and correspondence from the school may be sent to the parents in the whatsapp group.

22. Protecting your data is important to us. The school shall use the data provided in this form for all school purposes only.

23. In the event that the school is required / instructed to close due to circumstances beyond our control, the school will inform the parents via its usual channels. In such circumstances, the school will not refund Tuition Fees in such situations.

24. By signing this agreement, the parents are accepting of all content in the most recent version of 'Rules and Regulations of TLC' which is available anytime from the school.
