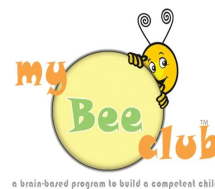


# MyBeeClub

## Enrollment Guidelines



### Purpose:

This guideline provides the details and the process required for enrolling students for the MyBeeClub programs.

### Procedure:

#### ➤ Enrollment Process

1. Following details are captured at the time of the enrollment.
  - a. Completed MyBeeClub application form, mention 'N/A' where appropriate.
  - b. Two passport size photograph.
  - c. Assessment Form (supporting worksheets like Drawing assessment, Handwriting assessment and learning style assessment)
2. Enter the student details on ERP.
3. Acknowledge payment by handing them the ERP Receipt.
4. Update Manual Register with the financial details of the enrollment.
5. Provide the enrollment kit:
  - a. Provide a MyBeeClub t-shirt on the same day of the enrollment.
  - b. Club ID card should be provided within a week of enrollment. If the child is enrolled in MyBeeHive, provide 2 Club ID cards. One to be carried by the parents or the person who comes to pick and drop the child.
  - c. If Students enrolled as a "Guest" provide Guest ID cards.
  - d. Provide a Journal on the same day of enrollment.
  - e. Provide drawing book for the initial level, if the student is enrolled in the drawing program. From the next level, drawing books shall be purchased.
  - f. Provide handwriting book for the initial level, if the student is enrolled in the handwriting program. From the next level, handwriting books shall be purchased.

### ➤ Enrollment Criteria

1. There are various levels for each program. Based on the student age and the outcome of the assessment an appropriate level can be recommended.
2. There must be a minimum of 5 children for each program/batch.
3. Center Head shall assess on the child's learning style and update the assessment form.
4. If the child is enrolled as a 'Guest', he/she can attend all the programs appropriate for the age group for up to 3 classes and later choose the program(s) they are interested based on their age and skill level.
5. If the child's age is less than the specified age criteria, enroll the child after the observation, for the appropriate programs.
6. Do not enroll a child in a program where 6 classes were completed. Let the parent know that they will be informed when we start a new batch.
7. Following are the MyBeeClub program details:

Program	Duration	Age Criteria
<b>Phonics - Foundation</b>	20 classes	3.5+ years
<b>Phonics</b>	30 classes	3.5+ years
<b>Handwriting</b>	30 classes	3.5+ years
<b>Speed Writing</b>	30 classes	6+ years
<b>Drawing</b>	30 classes	3.5+ years
<b>Drawing</b>	30 classes	6+ years
<b>Kids Yoga</b>	30 classes	3.5+ years
<b>Spoken English - Foundation</b>	2 months	5 – 8 years
<b>Spoken English</b>	3 months	5 – 8 years
<b>YoungLead</b>	3 months	8 – 12 years

At the time of enrollment the counselor shall intimate the parents that the programs having 30 or 36 classes are spread across 3 months for each level. There are possibilities for the

classes to get over in less than 3 months duration. These programs are not scheduled for 3 calendar months.

➤ **Fee Collection**

- a. MyBeeClub receipt on ERP has to be generated after fee collection.
- b. For sibling's enrollment, 10% discount has to be given on the Program Fee. This discount is provided only to the sibling and not for both the children.
- c. The ERP bill details have to be captured in the Manual Register for each enrollment.
- d. Club Kit fee shall be collected for all the students including the Guest.
- e. If there is an extension to the program based on the student's performance, intimate the parent in advance and collect the fee for the month to month extension. Make an entry on ERP for the same.
- f. When starting the class in June for existing students, plan the first 3-6 classes to review previous level and then proceed with the next level.
- g. GST (Goods and Service Tax) is applicable for all MBC programs and Club kit. ERP will calculate the tax amount for each program as appropriate.

➤ **Fee Refund**

- a. **There is no refund for either withdrawal or termination.** However, if a child is withdrawn or terminated for a specific reason, it is the Center Head's discretion to consider a refund, but the royalty has to be paid for that enrollment.
- b. If a center chose to give a refund, capture the financial details in the voucher and update MyBeeClub bill book receipt copy. Update the manual register where fee collection details were captured, with the refund amount in the comments section.