



EXCELLENCE IN EDUCATION

courtesy of WilsonEducationalFoundation.org.uk

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TERMS & CONDITIONS -for academic year 2008/9

In association with Integrity Church, charity no. 1094154
Christ Life Church, Deptford Charity no: 1033769

MAXIMISE YOUR POTENTIAL
Raising standards, Improving personal achievements

Here are the terms and conditions that will apply this academic year:

- There should be regular and punctual attendance on the programme. If a student is unable to attend, they are requested to call a member of staff to inform absence at least one week **before** the session. In case of emergency, contact us immediately. Failure to attend for two consecutive weeks will result in the student being removed from our list and being replaced with someone on the waiting list.
- £25 will be charged per session. Each session is two hours. This fee should be paid a month in advance. For this purpose, we charge £100 per calendar month.
- When students are late, the full price for the session must still be paid. Persistent lateness can be very disruptive and must be avoided.
- There will be a registration fee of £300 whenever a student joins the Excellence in Education programme. This will be in addition to the £25 charged for the initial session. Discounts may be applicable depending on location and discretion of the management.
- There is a three-week waiting period before parents/guardians, can request an appointment to get feedback from a teacher. Appointments for feedback must be booked in advance.
- Excellence in Education must be informed of any upcoming tests or exams that students may be **BEFORE** they sit them. This will ensure that we can help all students in the best possible way. Students must also endeavour to follow our exam half-term revision programmes.
- If there are no more spaces in the class for a student, parents/guardians must be informed and the students will be added to the waiting list.

Pupils should be aware that:

- Food and drink is restricted within certain parts of the building. Food or drink is not allowed whilst sessions are in progress.
- Modest attire is recommended. Sensible clothing. Students will not be allowed to wear low-cut or strappy tops or have bare mid-riffs. Bermuda style shorts are acceptable but not short shorts. No flashing trainers or distractive pieces of clothing.
- All mobile phones must be switched off before the session starts. No MP3 players or personal stereos should be brought to sessions. No headphones can be worn during sessions.
- They must be polite to Teachers/Lecturers, and their assistants at all times. Excellent behaviour is expected during sessions.

Parents should be aware that:

- Homework are not optional. If pupils do not submit their homework on three consecutive weeks, the pupil will be removed from our list and replaced with someone on the waiting list.
- It is their responsibility for the pupil to arrive for the session in time and prepared.
- Payments are not refundable and we do not issue receipts. We **DO NOT** accept cheques.
- All the fees and payment above exclude examination fees, textbook, and notebooks.
- Any damage or loss of Videos, CDs, VCDs, and DVD will attract a replacement cost.
- EIE cannot accept responsibilities for the playing or reading any electronic materials loaned out to parents.
- Half-term and other intensive holiday programmes will attract a different contribution.