



Da Vinci Creative Kids Art Programme Student Handout

TERMS & CONDITIONS

STARTER KIT & ART MATERIALS

- The tuition fee of the Little, Junior and/or Intermediate Da Vinci Creative Kids Art Programme is inclusive of the basic art materials needed for the classes (for use at the centre only).
- Parents may purchase additional art kits or materials from the centre for home use.

DA VINCI NOTICES

- Parents will need to check our Notice Board from time to time for any latest notices with regard to the programme.
- **Parents, visitors and students' siblings are strongly encouraged to wait in the lounge area to minimize distractions to students during lessons.**
- Kindly ensure that your child/children do not bring any valuable/expensive items (e.g. electronic games, toys, PDAs, MP3 player, hand phone etc.) to the centre as it distracts other children during classes and may get lost. The management **shall not be held responsible for any lost of items** brought to the centre. If you need to get in touch with your child/children, kindly call our office number directly.

ATTENDANCE & ABSENCE

- Kindly follow the particular day and session of class that you have **signed up at all times. Parents should sent and collect their children on time.** Students are advised not to come **later than 30 minutes from the scheduled class time.** The management **may refuse to take in late comers** as it disrupts our teaching schedule and operating hours.
- Each session is **two (2) hours** maximum only. If your child/children are unable to complete their art work in the time stipulated, they may continue the unfinished lesson in their next class. Otherwise, the management will **impose additional charge of RM10** for every subsequent hour.
- Students are **strictly prohibited from switching around classes of different sessions and different times.** The management may refuse to take drop-in students without prior appointments.
- Students should not miss more than 3 lessons for every sub-programme with or without reasons in order to be awarded with a formal Da Vinci certificate at the end of the entire Junior Programme.
- If students were to miss a lesson due to any reasons, replacement class can only be made if teachers are **notified in advance. Any replacement class must be made by appointment and before the expiry date of fees paid. Any uncompleted lessons after the expiry date will be forfeited without further notice.**
- **If students were to be absent from lessons without any prior acknowledgement or notification from parents, no replacement classes or make up advice will be given, no refund of fee for the missed lessons and strictly no carrying forward of the fees (for the missed lessons) to the subsequent payment or to the next or other programme.**
- Please note that **lessons must be completed within 4 weeks for Monthly Fee payment and within 12 weeks for Quarterly Fee payment;** otherwise the **validity of lessons expires per**

the duration specified from the date of payment. Fee payments must be **made in advance** for all classes; otherwise we have the right **not to proceed** with the lessons. For those who pay on the **Monthly Payment Scheme, fees are due on the 1st, 5th and 9th** lessons despite the number of weeks in a month. **For Quarterly Payment Scheme, fees are due prior to beginning of a new sub-programme.**

- For any temporarily stop of lesson due to personal reason, parents are required to send in "Deferment Application Form" at least two (2) weeks in advance. The form can be obtained from the centre or downloaded from the website (www.orangekatz.com). Any verbal requisition by phone or sms is not acceptable in order to avoid any miscommunications.
- Payments must be made **in full either by cash or by cheque (payable to Orange Katz Sdn Bhd)**. All cheque payments are to be made payable to **Orange Katz Sdn Bhd**. Kindly ensure that the cheque is signed and all the details are correct. Please note that we do not accept post dated cheques or payment in parts.

EARLY TERMINATION OF PROGRAMME

- There will be no refund to parents should they decide to terminate from the programme prematurely. **Parents are required to give a minimum one (1) month written notice should they wish to withdraw their child/children from the programme. Otherwise, deposit paid will be forfeited in lieu of notice. Please note that upon receipt of written notice, deposit paid (if any) will be deducted against the last month tuition fee. There is no outright cash refund.**
- For any missed lessons, there will not be any refund of fee for the missed lesson and strictly no carrying forward of the fees (for the missed lessons) to the subsequent payment or to the next or other programme.
- **For any termination or dropout (cessation of lessons without prior notification) exceeding three (3) months or more, a processing fee of RM30 and deposit will be imposed upon student coming back to continue from the last lesson attended or upon registering any new programs.**

CERTIFICATE OF ATTENDANCE

- Students will be awarded with an official Da Vinci certificate provided they meet the following criteria:
 - Student does not miss more than 3 lessons from each 8 sub-programmes of the Junior and/or Intermediate Programme
 - Tests (the last lesson) of Programme 2, 4, 6 & 8 must be attended by student and submitted to the Da Vinci HQ for grading.
- The certificate will be sent out to this centre from Da Vinci HQ one (1) month after receiving the above information.