



# POLICIES & PROCEDURES

Your signature on the front of this form signifies your full acceptance of all policies and procedures listed below

## REGISTRATION

1. A registration is deemed complete and students are enrolled with Spirit of Math once the registration form and all registration fees and post-dated cheques per student are submitted and approved by administration. Places will not be held in classes until registration is complete.
2. Although every effort will be made to accommodate students, Spirit of Math reserves the right to cancel a class due to insufficient enrollment.
3. One trial class per new student may be allowed prior to registration, at the discretion of your campus director. Contact your campus office for information.
4. The withdrawal procedure does not allow for partial refunds for a payment session. Should you need to withdraw from the program, please advise your campus **5 business days prior to the next payment**. Your post-dated cheques will be returned to you, or any other balances owed if another form of payment is used.
5. Priority is given to students who have completed the year with Spirit of Math. Students who have withdrawn before the end of a previous year will be required to wait until the beginning of the new student registration period before registering.
6. All tuition cheques returned to the office as "Non-Sufficient Funds" will carry a **Rs. 2000** service charge paid to Spirit of Math Pakistan (Pvt) Ltd.. A two week grace period will be granted to make arrangements for the replacement cheque to be received at the office. After the two-week grace period, if cheques have not been replaced the student will not be allowed in class.

## ATTENDANCE

1. Classes that are regularly scheduled and fall on a holiday will continue as regularly scheduled. These include Labour Day, Independence Day, Eid etc.
2. Should severe weather conditions occur on a class day, it will be the student's and/or parent's responsibility to call the office or check the website for information regarding classes. Spirit of Math classes will continue on these days, but if conditions are severe enough to close the school, the affected students are welcome to attend, at no extra cost, another class of the same grade later that week or pick up any missed homework from the office.
3. Switching to another regularly scheduled class in the same week due to a missed class is discouraged as this affects the child's learning. However, we will accommodate unforeseen conflicts by permitting a certain number of free make-up classes and free permanent switch(es) (please refer to the following chart). All make-up classes must be approved by your campus. Teachers cannot approve class changes. If the requested class is full, the student and/or parent will be unable to do a make-up or transfer to that class. This includes sitting at the back of the class and not participating.

Grade	Free make-up classes permitted	Free permanent switches permitted
K - 6	2	1
7 - 8	3	1
9 and up	Unlimited	Unlimited

- Free make-up classes and permanent switches between K-8 can be shared within a family.
- Any additional make-up classes will be subject to a **Rs. 3,000** fee per class.
- Any additional permanent switches will be subject to a **Rs. 5,000** fee per transfer.

The above policy only applies to the current school year

4. If a student is absent from class due to illness or other circumstances, it is the responsibility of the student and/or parents to obtain any missed lessons or homework from the school. Teachers and staff will not fax or email handouts to students.

## STUDENT/PARENT RESPONSIBILITIES

1. Spirit of Math Pakistan (Pvt) Ltd. personnel cannot assume responsibility for students who leave the campus after instruction or who arrive before their classes. It is the parents' responsibility to accompany their child to and from the campus. Parents will accept full responsibility for their child until his/her class begins and when it ends. Parents and guardians are to accompany **grade K - 4 students** to their classroom when dropping off before class, and picking up after class.
2. **STUDENT DRESS CODE:** Students are expected to dress appropriately for school. Clothing should be modest and in good taste and should not include, for example, such inappropriate attire as pyjamas, short shorts, muscle shirts, half shirts, mini skirts, tank tops, and t-shirts with inappropriate 'messages'.
3. Students and Parents must read the Student/Parent Expectations Form in the Start Up Package.
4. Spirit of Math is a challenging program and the class can not slow down for students who are struggling with the class work. If a student or parent is not keeping up with the expectations, they will be put on probation and it is up to the student and parent to ensure they are keeping to the guidelines of the agreement.

## PRIVACY POLICY

1. Spirit of Math Pakistan (Pvt) Ltd. collects information about your family to provide the best and most appropriate care for your child. This information is also used for statistical analysis to develop programs required for the future.
2. Your information (including email address) is retained to enable us to communicate with you if we have new information that may be of interest to you.
3. All personal family information is processed and stored in a secure location with access controls.
4. Spirit of Math Pakistan (Pvt) Ltd. will not sell or rent your family information to any person or organization. Information is only given to those directly involved in providing a service to your child, or as required by law. Registration forms are destroyed following each school year.