



Dear Student, Parent or Company responsible for fees.

This is my terms and conditions for 2017. It is important that this information be communicated. These rules and guidelines will help prevent ignorance and encourage a healthy relationship between student and teacher.

Below are my terms and conditions for attending the classes.

- Sessions you choose are booked sessions. The cost for that time is irreversible.
- There is no such thing as credits unless it is due to my own fault.
- A lesson is 50 minutes long.
- If payment is received twice in a row before the beginning of the due month of invoice, premium rate(discount rate) will be given. Otherwise late payments result in a loss of discount and you will have to pay twice in a row again to regain your discount.
- Payment is due in advance at the beginning of each month. The full amount for all the lessons for the month must be paid up front.
- Invoices are done on the 24th if they are done later then an exceptional of 7 days grace period is given from the time of sent invoice. If payment is made after it will considered a late payment.
- If any students fail to attend their monthly lessons payment for that lesson will not be lost.
- Lessons missed become reserved lessons that can be added to any months ahead. Only rule with this is that you can only add lessons to a month you are making a payment for. Lessons can never replace the next month's lessons.
- After a lessons are scheduled for the planned month any rescheduling or reserved lesson scheduling will be R75.00. Anymore rescheduling within the same month and the charge doubles each time. Eg R75.00 + R150.00 + R300.00. Any cancelled reschedule is charged.
- If you decide to cancel, please consider my retainer as you might want to re-continue at a later stage else you will lose that slot due to demand.
- Please note an automatic increase of 10% is to apply every year from February with or without warning.
- This is a month to month agreement. Which mean you will receive invoices monthly from myself until you decide to stop Japanese lessons. Please give me at least 1 weeks notice before new month if you are planning to end our agreement.

This is your commitment, please make the most of it. Thank you much appreciated.