

## TERMS & CONDITIONS

1. **ATTENDANCE:** Punctuality and regular attendance are essential. Training hours are from 9.00am-1.00pm, Mondays to Wednesdays to Friday. PART-TIME CLASSES are on Saturdays 10.00am-4.00pm.
2. **FEES:** 6 months and 1 year fees are subject to installments while 3 months fee is to be paid at once. Fees are not refundable or transferable.
3. **NON- COMENECMENT OR NON -COMPLRTION OF COURSE**  
If a student fails to complete the course, no REFUND or REDUCTION of fees will be given to him/her.  
The on of the courses are 3 months, 6 moths and 1 year. The total number of hour must be complete by each student before final practical examinations can be taken
4. **ABSENTEES:** Courses are continuous except for termination or vacations on given dates which should be approval by the instructor. In cases of illness, extra time will be given upon receipt of a doctor's report.
5. **EQUIPMENT:** The school provides students with sewing ( machines) equipments. Listed equipments should be purchased else-where students with equipment of school. The school will not accept responsibility for stolen or missing equipments or personal properties that belongs to any students.
6. **DISCIPLINE:** The Director of the Institute reserves the right to suspend, expel or dismiss a student without notice, should the student give sufficient cause. In any such case the Director's decision will be final and no refund of fees will be made by the school.
7. **ENROLLMENT PROCEDURE:** Completed application forms indicating the course required by each student should be sent to the school a week before the commencement date.
8. **SYLLABUS:** Non-completion of syllabus by any student means the student will not be allowed to take the final examination. A student who does not complete the syllabus will have to complete it at extra cost.
9. Students are not allowed to make/receive phone calls or receive visitors during school hours but only at break periods
10. Students are responsible for the day general cleaning duties in the school.
11. Smoking is not allowed.
12. The school reserves the right to use all school images and material for promo and all others as applicable.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_