



We make you win the world

Group Classes Policy

1. There are 8 classes conducted in a month, on an average 2 per week, each classes being 1.5 hours long.
2. Once the fee has been paid for a quarter, it is not refundable at all even if the student does not attend any classes for that quarter. IXPOE will always ensure that classes are conducted as per the schedule. The classes also are not carried forward either.
3. There is no carry forward fee to next quarter from previous or current quarter.
4. If a student misses a class, it does not carry forward to a future week or month or quarter.
5. If the classes are cancelled by IXPOE due to holidays or vacation or some other reason, there will be makeup classes conducted as soon as possible for all the cancelled classes.

I have read and understood the Group Classes Policy.

Name of the parent/guardian:

Signature of the parent/ guardian:

Date:

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Tel: +91 – 819 746 6607

www.ixpoe.com

E-mail: info@ixpoe.com



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Instructions for Students

A. Submitting homework:

1. Please submit your homework in loose sheets (preferably A4) or likewise. If you want to keep all the homework in a notebook, please maintain a dedicated notebook for homework.
2. Please write your name, grade, topic name, exercise no. with page no. (if homework given from a text book) or worksheet title (if homework given from a worksheet) and date of submission on the first page of the homework.

B. In the Class:

1. Please come to the class with all the required papers (Worksheets, Formula Sheet, Homework and Graph Papers etc.), instruments (Compass, Set Square, Protractor, Pencil, Eraser, Pen etc.) and books as applicable.
2. Please maintain silence in the class.
3. Please study in the class or outside in the waiting lounge if you come to a class early.
4. Please come to the class in neat and clean appropriate dress.

C. General:

1. Please take rest if you are not well. Please don't stress yourself if you are not well. Please inform your teacher or the manager if this is the case.
2. Please wait in the class room or outside if the class is over and your guardians are yet to come to pick you.
3. Please maintain cleanliness in the class room.