



We make you win the world

One to One Classes Policy

1. One to one classes may take place in class room or may be taken by home tutors or may take place at any other venue.
2. There are usually 8 classes conducted in a month, on an average 2 per week, each class being 1.5 hours long. A student may choose higher or lower frequency of classes per month subject to the availability of the teacher. It has to be clearly declared by the student during the admission. However, fee is calculated on the basis of number of hours of classes attended by the student.
3. A student may cancel a class by giving more than or equal to 24 hours of prior information to the teacher or management by e-mail or SMS.
4. A class will be counted and considered during the fee calculations even if a student was absent in the class and more than or equal to 24 hours of prior information was not given to the teacher or management by e-mail or SMS.
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.
6. If a student was late in the class or left early in a class, the whole class hours will be counted during the fee calculation.
7. For a cycle of 6 or more classes in a month, a student is not allowed to cancel more than 3 classes in a month.
8. Fee should be paid in advance. Balance fee for a month can be adjusted with the fee for the next cycle.

I have read and understood the One to one classes Policy.

Name of the parent/guardian:

Signature of the parent/ guardian:

Date:

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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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