



INDOTUTORS

Terms and Conditions

Application Procedures

1. All applicants are required to complete registration through Online Application available at our website: <http://www.indotutors.com/register>
2. If the applicants encounter any difficulty during online registration process, please kindly email us at info@indotutors.com
3. The online registration is performed on a first come first serve basis. Students who sign up for a full class will be offered to attend the next available class intake.
4. Once we have received the online registration form, we will send you acknowledgement of the course enrolment by email. All courses are subject to confirmation and the registrants will be notified of the course status through email before the scheduled commencement date of a course.
5. Closing date for registration is 2 working days prior to scheduled commencement date or once the class is full and no more available seat left.
6. The invoice will be issued to the applicants once the course confirmed. The registrant's place is only secured upon full payment of course fees. Places are allocated based on a first-come-first serve basis.
7. For company-sponsored registrants, the registrant is enrolled into the course upon course confirmation and invoices will be issued to the company.

Payment and Course Fees

1. All payments made are non-refundable and non-transferable.
2. All payments must be made before commencement of the course.
3. INDOTUTORS's published course fee of each programme is all inclusive. Registration, Course Book, and Tests are provided free of charge by us.

4. INDOTUTORS reserves the right to allow only registrants with a confirmed place to attend the course. If the registrant is, for any reason, unable to make payment of the course fees to INDOTUTORS before the stipulated deadline communicated through INDOTUTORS's confirmation email, the registrant shall inform INDOTUTORS in writing and INDOTUTORS may, in its absolute discretion, offer the registrant alternative payment arrangements. Otherwise, the registrant is deemed to have cancelled his/her course registration and strictly disallowed to attend the course.
5. We accept these following modes of payment:
 - In cash at the INDOTUTORS main office.
 - Cheque (crossed & made payable to "**INDOTUTORS**" – please indicate your name, contact number, & course title & date on the reverse side of the cheque)
 - Internet banking or funds transfer to our bank account
6. Once payment is received, we will issue a receipt and your name will be added to the course class list.
7. The registrants who are under company-sponsored will have to complete the section on company details. Upon course confirmation, an invoice will be sent to the company, to the attention of the company contact person. The companies are required to make payment upon receiving our course confirmation and invoice before the scheduled commencement date of the course.

Course Cancellation, Changes & Modifications

1. INDOTUTORS course schedules, including course instructor, course outline, course fees and course availability are subject to change from time to time.
2. Commencement date of the course is tentative
3. INDOTUTORS reserves the right to postpone or cancel any course at short notice; and at its absolute discretion without assigning any reason for such cancellations/postponements. In the event that the registrant's chosen course is cancelled prior to its commencement, INDOTUTORS will process a full refund of course fees.
4. INDOTUTORS reserves the right to defer or cancel any course with insufficient participant, to combine classes from other class, to divide a class into smaller classes, to limit enrolment and to refuse any enrolment.

Cancellation/Withdrawal/Refund/Deferment

1. Refund policy applicable only if the course is unable to be confirmed within TWO month from the date registered. INDOTUTORS reserves the right to postpone or cancel any course at short notice; and at its absolute discretion without assigning any reason for such cancellations/postponements. In the event that the registrant's chosen course is cancelled prior to its commencement, INDOTUTORS will process a full refund of course fees.
2. There is NO cancellation/withdrawal/deferment/refund requests will be entertained after course commencement.

3. A registrant who wishes to transfer his/her course registration from the registered intake to another intake before course commencement must make the special request to INDOTUTORS in writing at least 3 working days before the course commencement date. Approval of such request is subject to the availability of the intake and places, and at the sole discretion of INDOTUTORS. Upon transfer request is granted, the registrant is subject to an additional administrative fee of SGD 20, this fee is payable before the course commencement date.
4. Transfer of intake is STRICTLY disallowed after course commencement.
5. No request for cancellation or withdrawal will be allowed if the registrant's place has been confirmed. However, the registrant may request for a deferment. Request for deferment after receiving course confirmation is allowed ONCE only, and subject to the availability of the course and places in the following intake of the course & with the approval of INDOTUTORS. Upon deferment is being granted, the registrant is required to pay an administrative fee SGD 20 and the latest published course fee within 3 working days for individual registrant.
6. Should the following intake of the course be cancelled by INDOTUTORS subsequent to the approval of the deferment, the registration will be deferred to the next available intake, subject to a time limit of 1 year from the original date of commencement. In such instance, should the next available intake of the course take place more than 1 year after the original date of commencement, your registration would be considered to have lapsed, and the remaining amount of the published course fee after deducting the administrative fee paid would be refunded.

Replacement of missed classes

1. There will be NO makeup lesson for classes missed due to personal, medical or other reasons.
2. Makeup lessons may be permitted, subject to the availability of places and class, and must get the approval by INDOTUTORS. In such cases, the registrant will have to complete a 'Makeup Lesson Request Form' and make payment based on the pro-rated amount of the published course fees at the point of his/her request.
3. Participants, who were registered in a particular intake but attended makeup lessons in other intakes which are approved by INDOTUTORS, their total attendance will be taken into consideration, provided they had duly signed their attendance in the respective attendance lists for the intake they were registered for, as well as the lessons attended in the makeup class. However, their certificates will be processed with the later intake.

Certificates and Attendance

1. Certificate of Completion for the courses will be awarded to participants who have achieved at least 70% attendance. All participants will have to mark their attendance on the attendance list for every lesson they attend.
2. Participants who had missed lessons due to medical reasons will have to produce a copy of their medical certificate (MC) as proof, so that their attendance for the missed lesson may be taken into consideration.
3. Certificates will be issued on a per-intake basis (i.e. participants registered in an intake will have their certificates prepared all together).
4. Request to send the certificate by mail will have additional postage fee and handling at SGD 5, only for local address.

Feedback

INDOTUTORS welcome your feedback. Should you feel dissatisfied with any of our services, please contact us at Tel: 82887890, Email: info@indotutors.com

INDOTUTORS reserves the right to add/alter or make any changes to the terms and conditions stated herein without giving any notice.

Proceed to [Register Online](#)