



MACQUARIE

PREPARATORY SCHOOL

1. Classes may be booked from our website www.macquariepreschool.com under the book online tab
2. All lessons are to be paid in advance. You may transfer payment to

Account Name: Macquarie Preparatory School, Inc.
Bank Name: Banco De Oro
Bank Address: SM City Masinag
Branch Account Number: 000638025862

3. Non Transferrable
4. Non Refundable
5. We do not have free trials but we offer a free 30 minute assessment prior to signing in for the class. This is by request only.
6. Please note that your payment authorizes **only one person** to access and participate in the course. Sharing course content with others or publishing it is strictly prohibited. **Should you share your course access with another person, your access to the course and all its material may be immediately revoked for violating these policies.**
7. Course updates and important information are sent by email.
8. When you choose to purchase from and study with Macquarie Preschool, it means you accept our Terms of Use and Disclaimer.
9. All classes are scheduled via an application called zoom. It is the student's responsibility to make sure the selected time zone is correct for accurate class times. When your child is schedule for a class, you will receive a confirmation by email.
10. If you cancel or ask to reschedule **within at least 24 hours notice**, you will receive credit for a future session. Maximum of 2 make up class only.
11. If you cancel or ask to reschedule **with less than 24 hours notice**, you will NOT receive a refund and the class will NOT be rescheduled.
12. If you **do not show up** for your scheduled session, you will NOT receive a refund.
13. Lessons are to start on time. Macquarie Preparatory School, cannot refund or make-up lost time due to student's late arrival or technical difficulties.
14. Late arrival for one on one class:
Always inform your Teacher if the student will be late. If the student is late for a class without notice, the teacher will wait and keep the class open for 10 minutes. After 10 minutes, the teacher will close the class and you will NOT receive a refund or the opportunity to reschedule.
15. Late arrival for small group classes:
Always inform your teacher if you will be late. Your Teacher may lock the class after 10 minutes, which means you will not be able to join if you are more than 10 minutes late.

While it is rare with a small group, if no students arrive within the first 5-10 minutes and the Teacher does not receive any notifications about late arrivals, your Teacher may close the class. This class will not be rescheduled.

16. Teacher needs to reschedule:



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In the event that your Teacher with Macquarie Preschool cannot meet at the scheduled time, 24 hours notice will be given, unless unable to do so.

Both parties will try to reschedule the earliest time, which is mutually convenient for both student/s and the Teacher. If no reschedule is agreed upon, fees paid are usable for future lessons.

18. Holidays: The school observes Philippine declared special and non-working holidays. We will remind you of these holidays when they are approaching.
19. Recording of classes: No other recording of classes may be done by the student/s. The teacher may record the class for training purposes.
20. Copyright: all lessons provided by Macquarie Preparatory School, INC are the property of the school and may not be reused or distributed in any way unless written consent from the school has been given. All content and materials are for authorized personal use only. Unauthorized use and sharing are strictly prohibited. Class times and materials may not be shared with others and are the property of Macquarie Preparatory School.



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