

## **PAYMENT OF FEE PROCEDURE**

### **Contract**

If you find the Tutor not suitable for you, then you can request us for a change of tutor immediately after the first day of lesson and send us an email at [eCoaching@LaoJee.com](mailto:eCoaching@LaoJee.com). If email is not sent and received first day, it shall be assumed that the Tutor has been accepted and you do not have any objections. However, once the student agrees to take the first assignment, he is bound to complete the rest of the schedule. Tutor cannot terminate the assignments mid-way. We completely discourage such behaviors of the Tutors and we request you to inform us about any such happening so that we may take necessary actions.

### **Rates and Schedule**

If Tutor agrees to a discount in the fee better for you, and you should inform us [[eCoaching@LaoJee.com](mailto:eCoaching@LaoJee.com)] so that advance fee is received accordingly with the concurrence of the respective teacher. Rates once agreed are fixed and strictly non-negotiable. Once the fee is deposited and paid, no discount or refund whatsoever is available.

### **Payments**

Before commencing the tuition, parents are required to pay 100% month's agreed fee to us via Easy Paisa, or bank deposit / transfer. Note that the monthly fee is completely computed upon number of days / lessons as offered per week by Tutors not at the calendar month. All the payments should be made within the 48 hours before the commencement date of the scheduled class. If student / parent fails to pay us fee in advance, we reserve the rights to terminate all the assignments and drop the student from the scheduled class.

There is no way of paying the tutor on our behalf. Tutors are NOT authorized to receive any or part payment of Fee. If we receive any such complaints against a Tutor, we will take severe actions including black-listing him. Tutors are strictly banned to collect any payment. If student/parent decides to make a payment to the tutor directly then you and only you would be responsible for any sort losses. Any sort of confusion or inconvenience caused between parents and tutor will not be the responsibility of LaoJee eCoaching Tuition. We highly advise that parents should keep the official receipt or transaction id issued by our eCoaching as a proof that they have made the payment to us. This receipt will prove to be helpful in verifying your payment in future.

No trial lessons are offered by eCoaching. If you find the tutor unsuitable for you or do not meet your requirements after the first day / session, you can request us in writing by email immediately for a change of the tutor.

### **First Lesson**

Once you accept the tutor assigned to your first day / session assignment, you will not be able to change the schedule of the **first lesson**. Modifications in schedule can only be made in serious cases e.g student is seriously ill etc. Such changes in schedule should be informed to us by the parents in advance so that we can make necessary arrangements. This change is on the sole discretion of eCoaching on submission of acceptable Medical certificate.

### **Assignment to Tutor and Commitment**

Assignments requests for the Tuition from our Students-Parents will be forward to the tutors via email, call or SMS. Once they are available and accept our terms and conditions, and after agreement of fees, terms and schedule by Student-Parents a Virtual Class Room shall be assigned to the Student for # of days and time of class agreed. In any Student absents himself on the designated day or time, no compensatory / alternate class shall be given.

If you [student] find yourself not interested in any assignment or terms, kindly reply with i.e. not interested or not available.

Although Tutor shares no contact with the Student-Parent, Once the Tutor accept this assignment, Tutor is required to make a commitment for **at least 4 weeks of lessons**. Tutor cannot cancel any assignment until he has completed the 4 weeks of lessons. However, Student and eCoaching reserves complete rights to terminate the assignment if found unfitting. Postponement and cancellation of the assignments and lessons are strongly discouraged by us. We keep a complete check over the activities of the tutors during tuitions and we will filter and kick-out those Tutors who are not serious and responsible.

First impressions of the tutor are of great importance as they impart our committed you are to us and to the student. Therefore, the first day lesson of every assignment is very important and crucial and we discourage any sort of delays or cancellations in the first day lesson. But if you really in need to change the schedule of the class, then kindly consult it first with the Tutor and then inform us later. In order to reconfirm the necessary details, you are supposed to please send us an email [eCoaching@LaoJee.com] advising details. We have sole discretion whether to agree or reject this request with no refunds.

#### **NEXT New Class:**

A 100% advance tuition fee for session / **first 4-weeks of active lessons** is deposited with LaoJee eCoaching by the students/parents through Easy Paisa and or direct bank transfer in advance in order to secure a Virtual Class spot. Due to rush in virtual class rooms, it can be avoided by Payment of next new class much before due date to avoid disappointment and regret.

eCoaching shall deduct 10% [at present] of the so collected fee from tutor's payable amount on account of Administrative expenses and pay balance 90% immediately every month.