



Acceptance of Terms

1. This policy is provided by June Floral Art School Pte Ltd (the "School", "we", "us" or "our"). The following clauses ("Terms") govern all of the students' (as defined below, "learners", "you", or "your") administrative and financial matters related to school, including (but not limited to) enrolment, cancellations, withdrawals, payment and/or refunds.
2. The School reserves the right to change/update these terms without prior notification. They may be amended from time to time and made available through the School website (Courses/Admission Guide). Please read this document carefully. Your continued usage of the School's services shall be deemed as having read, understood and accepted the revised Terms as published in this document.

Cancellation of Course

3. If the school cancels a course, all fees paid will be refunded or transferred to the next available batch at no extra admin charge.

Withdrawal, Deferment and Make up fees of Fixed schedule course enrolled

4. The following clauses in this section (pt.5 to pt.10) is only applicable to Fixed schedule courses:
Introduction to Commercial Floristry and Event Floristry.
5. To withdraw from course enrolled, learners must inform the school in writing via email. To be eligible for paid course fee refund, a minimum of four (4) weeks' notice before course must be given to the school.
6. Course fees paid will not be refunded for withdrawal within four (4) weeks of course commencement. Learners, however, have the option to defer course to the next available Fixed schedule course enrolment with an additional administrative surcharge of \$40 per module.

Waiver of first-time course deferment fee is available for the following exceptional cases with original supporting documents:

Personal medical issue, Reservist, Open or Silent mobilisation, Bereavement of immediate family members (grandparents, parents, siblings, spouse, children, parents-in-law).

7. Subsequent scheduling charges of \$40 per module will apply if re-scheduled session is cancelled by learner.
8. Alternatively, learner may choose to convert their fixed schedule course enrolment to in-house **JFAS Courses (Flexi-schedule)** with immediate effect upon a top up of respective course fee. No refund is applicable for flexi-schedule course fees that are of lower value (e.g. Hamper course).
9. For successful UTAP Training support claims, a minimum of 75% attendance for course must be achieved.

10. For learners who did not fulfil 75% attendance and/or complete assessment, full day make-up classroom sessions and assessment sessions are required *within 30 calendar days* from the enrolled course end date. A make-up fee of \$40 is chargeable for every date change.

Waiver of first-time make up fee is available for the following exceptional cases with original supporting documents:

Personal medical issue, Reservist, Open or Silent mobilisation, Bereavement of immediate family members (grandparents, parents, siblings, spouse, children, parents-in-law).

Refund Policy & Procedure:

11. Refund is only applicable for Fixed schedule courses with more than (4) weeks withdrawal notice by email.
12. All JFAS Flexi-course fees (including registration fees and tools fees) are not refundable. However, alternative arrangements can be made to extend the validity of respective courses on a case-by-case basis.
13. Refund will be made in corresponding amount for payment done via the following modes at point of registration: Cash / Bank Transfer / PayNow / PayLah
14. For payment made via **NETS/Credit Card**, an administrative fee at **5% of the course fees paid** will be deducted from the refunded course amount.
e.g. Balance course fee paid for Introduction to Commercial Floristry: \$580
Course fee refunded will be \$551. Admin fee charged is $\$580 \times 5\% = \29 .
15. Mode of Refund: PayNow with a 2-week processing period.