



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.

E-attendance & TRAQOM Survey

3. To ensure seamless attendance-taking, learners are required to download the Singpass App on their mobile phones (with a camera) or tablets (with a camera) and set up their Singpass account (if this was not done previously) before their respective courses start.

Learners are to bring their devices with the installed Singpass App for each session.

If you do not have the Singpass app on your mobile, it will result in your attendance not being captured and the delay of funding and affect your certification. If you do not have a Singpass account and need to register for one, please visit: <https://www.singpass.gov.sg/> for details.

4. Learners are required to complete a SSG initiated TRAQOM quality survey at the end of every module via QR code link.

Cancellation of WSQ courses

5. If the school cancels a course run, all fees paid (including Registration and Tools & Equipment fees) will be refunded or transferred to the next available batch at no extra admin charge.

Refund of Registration Fee

6. Registration fees for WSQ modules (\$50 per module) are non-refundable unless enrolled course is cancelled by school.

Withdrawal and Deferment fees from WSQ course enrolled

7. To withdraw from course enrolled, learners must inform the school in writing via email. To be eligible for course fee refund, a minimum of four (4) weeks’ notice before course run must be given to the school.

8. Course fees paid will not be refunded for withdrawal within four (4) weeks. Learners, however, have the option to defer to the next available WSQ batch enrolment with an additional administrative surcharge of \$40 per module.

Waiver of first-time 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).

9. Subsequent scheduling charges of \$40 per module will apply if re-scheduled session is cancelled by learner.
10. Alternatively, learner may choose to convert their WSQ course enrolment to in-house **JFAS Course** with immediate effect upon a top up of course fee.
11. For submitted SkillsFuture Credit claims, learners are to cancel their respective claims for withdrawn or deferred courses. New claims will have to be filed separately for deferred course run.
12. For mid-course withdrawals, Skillsfuture Credit claims cannot be cancelled and will be processed as enrolled course have been consumed. e.g. Attended Day 1 and/or Day 2.

Full Day Make up Session Fee

13. For learners who did not fulfil 75% attendance and/or complete assessment, full day make-up classroom sessions and assessment sessions are required within 60 calendar days from the enrolled course run end date.

Learners can join the next available class session at \$15/make-up date.

e.g. For Day 2 and Day 3 full day make-up sessions, learner will need to top up \$30 (\$15 x 2 days).

Refund Policy for WSQ courses

14. Refund will be made in corresponding amount for payment done via the following modes at point of registration: Cash / Bank Transfer / PayNow / PayLah
15. 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: \$294
Course fee refunded will be \$279.30. Admin fee charged is \$294 x 5% = \$14.70.
16. Mode of Refund: School's company cheque or PayNow with a 2-week processing period.