



KILIMANI STUDY CENTRE TERMS AND CONDITIONS

Kilimani Study Centre
P.O BOX 8375-00100, NAIROBI
Cell: 0722526732
admin@kumonkenya.com

Dear Parents/Guardians

Welcome to our Kumon Centre!

You have made an important decision for the future of your child's development by enrolling him/her on the Kumon programme, congratulations!

Please note the following:

1. This Kumon Centre operates at Elgeyo Marakwet Road Kilimani.
2. The centre operating hours and set of options are:

Day: Tuesdays & Fridays	Time: 3:00pm-6:00pm
Day: Mondays & Thursdays	No Class
Day: Wednesdays & Saturdays	Time: 3:00pm-6:00pm (Wednesday)
	Time: 9:00am-12:00pm (Saturday)

3. The centre office hours are:

Day: Monday - Friday	Time: 08:00 – 06:00pm
Day: Saturday	Time: 08:00 – 1:00pm

4. Students may attend centre at the times allocated for you at enrolment.
5. Students will spend about 35 minutes per subject in the centre on each centre day. Please allocate sufficient time in your schedule for this centre time, so that your child gains maximum benefit from their Kumon studies.
6. All homework sets issued, even incomplete ones, must be returned to the centre during the next centre visit, for recording purposes
7. Should your child be unable to attend the centre on particular day/days, please advise beforehand by WhatsApp, SMS or E-mail. Arrangements can be made to supply your child with worksheets for the missed days. Please liaise with the centre to make the necessary arrangements.
8. This Kumon Centre is dedicated to our students. Parents are requested to wait outside the centre or take advantage of the beautiful garden within close proximity of the centre.
9. **Parents are asked not to interrupt their child while Kumon study is underway (either at home or at centre). This includes sending an SMS, telephoning, calling to the student through the doorway, or coming in to the centre. If there is an emergency, parents are requested to liaise first with the centre staff.**

10. If you wish to consult with me, please feel free to send an e-mail or call **during office hours as indicated.**
11. Individual appointments are also available to parents. Please book appointments in advance by telephone, e-mail or SMS.
12. A non-refundable once-off enrolment fee of Kshs 3500 is payable at enrolment. This fee covers the administrative costs of enrolling a student on the Kumon programme, which includes a Kumon global assessment, an information pack for the family and a homework bag for the student.

12.1 Fee is due in advance **by the 1st** of each month, quarter term or year.

12.2 ALL CHEQUES ARE PAYABLE TO ***KILIMANI KUMON LTD.***

12.3 A surcharge of 3% per month will be levied on fees not paid, calculated on the days the fees are in arrears.

Worksheets will not be issued after the 5th day of the current month.

12.4 Official receipt must be obtained for any payment made to the institution.

12.5 We will not represent dishonored cheques but will require immediate payment of the full amount in cash or by banker's cheque. Administrative surcharge of Ksh 2,000/= will be also levied.

12.6 Any Parent who wishes to pay by credit transfer bank draft, direct cash lodgment or standing order may do so at:-

- **Habib Bank AG Zurich, Koinange Street A/C NO: 0000274199,**

Account Name – KILIMANI KUMON LTD.

And send us the bank paying in slip to enable us to issue official receipt

- **MPESA PAYBILL 969350. Account Number: Student's Name**

FEES STRUCTURE IN KENYA SHILLINGS

ITEMS	FEE/STUDEN MONTHLY	FEE/STUDENT QUARTELY	FEE/STUDENT TERMMLY(6 months)	ANNUALY
ENROLLMENT PER CHILD-ONE-OFF	3600	-	-	-
ONE SUBJECT	5900	17700	35400	70800
MATHEMATICS & ENGLISH	11800	35400	70800	141600

12.7 No cash payment will be accepted.

NB: Please use your child's name as a reference when setting your debit order with your bank.

13. Intention to discontinue Kumon studies must be given in writing. Notice must be given a minimum of one calendar month in advance for any termination/temporary break. One month deposit fee will be utilised in the month prior to discontinuity.

14. If, during the period between signing these Terms & Conditions and the date of starting at the Kilimani Kumon Centre, you should decide that you do not want to proceed with your Kumon studies, the following will apply:

- a. Enrolment fee is non-refundable
- b. One month deposit fee is non-refundable. It is utilised in the final month as per clause 13 above.
- c. If NO worksheets have been issued, you may discontinue and the first month's tuition fee will not be payable (if it has already been paid, it will be refunded to you)
- d. If your child has already been issued with, and completed, worksheets, you may discontinue, but you will be obliged to pay the first month's tuition fee.

15. The Instructor and staff of the Kumon Centre undertake to provide a centre environment that is comfortable, hygienic and free from harm. However, parents must acknowledge that their children come to the Kumon centre with their permission, and that Kumon staff cannot be held liable for any harm that may happens to their children due to unforeseen events and circumstances.

16. The Instructor and staff of the Kumon Centre undertake to provide the best quality Kumon tuition and service to its students and parents. However, parent involvement and commitment is absolutely essential to enhance the development of our students.

I _____ , parent / guardian of _____
(name) (child's name)

Acknowledge that I have read and understood the terms and conditions of Kilimani Kumon Centre, and commit to adhering to these terms and conditions.

Signature

Date

Instructor's Signature

Date

Wishing you and your family a long and beneficial experience with Kumon!
“EVERY CHILD IS AN ACHIEVER”