



**JAKE'S**  
**ACADEMY OF PUBLIC SPEECH**  
(An endeavor of J & S academy Inc.)

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## Our School Policies

The following school policies have been instituted to a safe and well run school.

1. All programs include two classes of two hours each per month. If there is a 5<sup>th</sup> week in a month, then there may be make up class of snow days or any other emergency cancellations. Those who missed classes due to medical reasons or other unavoidable circumstances can have make up classes on 5th week upon **prior request**.
2. All agreements are to be paid on time. Late fees will be applied for late payments.

**Payment schedule:** Monthly fee should be paid in the first day of class, each month. One Month fee advance at the time of admission each year is a must. This will be credited as the last month fee of that year. (E.g. At the time of admission to Beginner class, a single student has to pay \$65+ \$65+\$ 10= \$140/-)

**De-faulters** can remit the fee by the 2<sup>nd</sup> class day of the month without penalty only twice a year. Each student will be charged a fine of \$ 10.00 if the fee is not paid on due date.

3. Refunds: If a student decides to discontinue, he/she is responsible for the remaining outstanding balances of his/her agreement.

Exceptions will include: (1) moving more than 25 miles away from the school OR  
(2) medical reasons certified by a doctor's note  
A \$ 25.00 cancellation fee will be applied in their case.

4. Calendar & Recess: The school will function based on the school calendar. There will be no classes during summer vacation unless or otherwise for makeup classes.
5. All students must be accompanied by one of their parents regularly throughout the class. This will Empower the psychological and emotional developments of the student. We also expect the parents to support, encourage and help your ward with the training and the home work.

**REMEMBER, THIS IS OUR JOINT VENTURE TO DEVELOP YOUR CHILD.**

6. In JAKE's, we prefer discipline.
7. Students are not allowed to go outside the school building without their parents or guardians.
8. Students are not allowed to leave the class without the instructor's permission.
9. For promotion to the next rank, students have to obtain a minimum of A- grade in each level's final test. These tests may be oral, written and practical. There will be a nominal testing fee.