



Terms and Conditions for Online Review
(Conditions below are in addition to and only applicable to the online version of the program.)

REGISTRATION: Upon full payment of the registration fee, the student is required to fill up registration forms. The Center may utilize the data provided by the reviewee to disseminate any information it may deem relevant to the service that the student has availed of such as announcements and updates.

VENUE: The review will be conducted online with the student required to prepare the following:

- A laptop or desktop (w/webcam) with the following minimum specifications: Intel Core i3 and 4GB DDR4 Memory
- Internet connection with speed of at least 2 Mbps
- A study table with power outlet in proximity
- A pair of headphones (USB).

CHANGE OF SECTION: Changing of sections is NOT allowed, unless deemed necessary by the Center.

ABSENCES, TARDINESS and STUDENT OBLIGATIONS: The student is expected to be prompt and conscientious in logging in punctually for online sessions and to do the required work. The student is likewise expected to pay attention and participate in the online classroom. The center discourages both absences and tardiness in all its programs. If a student is absent or late for a review session, a make up session may be arranged, if needed, subject to the approval of the Operations Manager.

STUDENT BEHAVIOR AND DISCIPLINE: The Center shall expel any student who exhibits disruptive behavior during the online session. Harassment of the lecturer or classmates using vulgar or derogatory language via the comments box, and disregarding instructions are examples of conduct that will lead to expulsion. No REFUND shall be given to any student who is expelled.

PERFORMANCE IN ACTUAL EXAM: AHEAD stands by the quality of its review services. In no way, however, should this commitment to excellence and full customer satisfaction be construed as a guarantee that the client will pass. Nor does it guarantee higher grades in school. The Reviewee is expected to exert the necessary efforts and take the appropriate responsibility in achieving his/her academic goals. Such guarantee is only applicable to Premium Package review students.

COPYRIGHT: All review materials, including the video/livestream, are properties of AHEAD Tutorial and Review Center. NO part of the review materials may be used and/or reproduced in any form without the expressed and written consent of AHEAD.

DELIVERY AND USAGE OF MATERIALS: Students will have all the review materials delivered to their homes. To ensure that they will make the most of their review experience, students are advised to:

- NOT open the Materials until told to do so by the lecturer.
- ONLY answer the tests when the lecturer allows them to do so.

This is to ensure that the time pressure element of the exams being reviewed for will be preserved.

All review materials are properties of AHEAD Tutorial and Review Center. Reviewees are to hold with utmost confidentiality everything contained in the AHEAD Review Kit. Reviewees may not reproduce any part of the document nor lend it to other parties. If caught, Reviewees shall be liable for any breach of this undertaking and must pay a penalty of Fifty Thousand Pesos (Php50,000.00). NO part of the review materials may be used and/or reproduced in any form without the expressed written consent of AHEAD.

In the absence of the actual review material, online copies will be made available on a daily basis during the duration of the review period.

USE OF VIDEO/LIVESTREAM: The video/live stream of the online review is meant for the usage solely of enrolled AHEAD students. AHEAD students are prohibited from inviting non-enrollees to attend/observe the online review. Also, they are also prohibited from downloading and/or sharing the video and from sharing their online accounts to others for purposes of accessing the video. Unauthorized audio recording and/or video recording is strictly prohibited. Other persons are prohibited to watch the lecture with you.

Each violator will receive the following sanctions:

- Pay a fine of One Million Pesos (Php1,000,000).

- Publish a full-page public apology in four (4) major broadsheets and their websites with the violator's photo for four (4) consecutive Sundays.

We regret to inform you that should you not agree with these terms, we cannot allow you join our review program.

REFUND:

- a. For refund of any fee paid to AHEAD due to cancellation of enrollment, the refundable amount shall be converted to an AHEAD program or service of the same or lesser value.
- b. In case of a request for refund due to downgrading of enrollment, the refundable amount shall be subjected to applicable policies as deemed appropriate by the management.
- c. Reservation fees, when applicable, are NON-REFUNDABLE.

PARENTS' INVOLVEMENT: To further support the progress of the student, parents are required to attend the free online Parents Seminar.

BUSINESS TRANSACTIONS: All business transactions may only be conducted through the Center. Any change in schedule and/or transfers must be done in coordination with the Operation Manager through a letter of request addressed to the same and may be sent via email. Seeking or accepting any service directly from any of the Center's tutors or lecturers without the expressed consent of the Center is deemed unethical and is not allowed even after the duration of this agreement.

Violation of these provisions may result in expulsion of the student, dismissal of the tutor or lecturer, and in the filing of a civil action in court.

CONFIDENTIAL MATTERS: For the protection of its students, AHEAD does not allow its staff and lecturers to divulge, during or after this contract, any information concerning any of AHEAD's clients. AHEAD asks the same of its clients. Likewise, we request clients not to discuss any and all terms of this contract with anyone.

ALL CONCERNS MUST BE DIRECTED TO THE OFFICE. Changes in schedule, frequency, and length of the review services must be arranged through AHEAD's branches/offices.

AHEAD AIMS TO PLEASE ITS CLIENTS. Complaints, questions, or suggestions are most welcome, pls email info@ahead.edu.ph as soon as possible.

Effectivity: This Terms and Conditions becomes legally binding and final on the commencement of your review program. Parents and students acknowledge that they enter

into it with their own free will and it is not reversible. This contract shall be governed by the laws of the Philippines.