

BRAINS TRAINING AND REVIEW

Terms and Conditions of Enrollment

(Please initial pages 1-3 and sign the last page)

1-8. Enrollment, Section Placement, and Payment

1. Slot Allocation

Slots are assigned on a **first-notified, first-served basis**. For bank or mail payments, students are encouraged to notify BRAINS immediately after payment to secure their place.

2. Proof of Enrollment

Upon notification, applicants are issued a **client number**, which serves as proof that their enrollment has been received.

3. Unnotified Payments

Payments made without prior notification will be processed upon receipt of payment confirmation, subject to slot availability.

4. Section Selection

Applicants may choose between two modes:

a. Preference Mode

Applicants indicate first and second choices. Placement is made in the first available option. If both are full, placement may be offered in a similar or newly opened section with the same schedule and venue.

If no suitable placement is available, payments will be refunded.

b. Strictly Mode

Applicants select only one schedule. If the section is unavailable and no equivalent class opens, payments will be refunded in full.

If a new class opens with the same schedule and venue, the applicant will be placed in that class.

Requests to transfer to other sections will depend on availability at the time of request.

5. Special Requests

Requests such as group placement or assignment to a specific section may be indicated during enrollment. BRAINS will do its best to accommodate these, but cannot guarantee all requests.

6. Payment Terms

Full payment is due **on or before the first day of classes**.

Slots with incomplete payment may be offered to waitlisted applicants.

7. REFUND POLICY AND SLOT FORFEITURE

- The **reservation fee is strictly non-refundable and non-transferable** under all circumstances.
 - All other payments become **non-refundable starting the first day of classes**, regardless of attendance, partial attendance, or withdrawal for any reason.
 - Enrollment secures a **slot in the program**, not a guarantee of attendance, completion, or success.
 - The program is designed to support preparation; however, **outcomes such as exam performance or passing are not guaranteed**, as these depend on the student's own effort and circumstances.
 - Failure to attend classes does not entitle the student to a refund, credit, or transfer.
 - Slots that remain **unpaid or partially paid by the first day of classes may be released** to other applicants. Any payments made prior to release remain subject to the refund policy above.
 - Requests for refunds prior to the start of classes will be evaluated based on placement status and applicable conditions under Section 4. Approved refunds, when applicable, will follow standard processing timelines.
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8. Payment Extensions

In some cases, BRAINS may allow payment extensions. These are handled on a case-by-case basis.

Students are expected to follow the agreed payment schedule.

9. Dress Code

To maintain a professional learning environment, students are expected to wear **closed shoes** and clean, appropriate clothing.

- Slippers, flip-flops, and similar footwear are not allowed
- Exceptions may be considered for elementary grade students or for valid medical reasons (subject to approval)

2 Initial here, please.

Students who do not meet the dress code may be asked to return once properly dressed.

10. Absences

Make-up classes in other sections are generally not provided, to preserve the consistency of each class group.

However, materials and exams from missed sessions will be made available.

Students are responsible for reviewing lessons missed due to absence.

10B. Alternative Options

- Online attendance (upon request): **₱150 admin fee per half-day session**
- Monitored viewing of missed sessions: **₱100 per hour**, subject to scheduling

11. Course Requirements

Completion of assigned exercises and exams is required before participation in **post-review exam simulations**.

12. Conduct

Students are expected to behave in a way that supports a productive learning environment. Those who significantly disrupt the class may be asked to leave.

Students who are intoxicated or under the influence of illegal substances will not be admitted.

13. Mobile Phones

Mobile phones shall be kept on **silent mode** during class.

14. Intellectual Property

All materials used in the program—including lectures, handouts, problem sets, exams, and simulations, whether distributed or not—are the **exclusive property of BRAINS**.

To protect the integrity of the program:

- Recording, photographing, livestreaming, or reproducing any part of lectures or sessions is strictly prohibited.
- Exam simulation materials may not be copied, transcribed, photographed, recorded, or removed from the testing environment in any form.
- Room-use-only materials are subject to the same restrictions as exam simulations.

- Released materials are provided solely for the personal use of enrolled students and may not be shared, reproduced, distributed, or included in other materials, whether for free or for sale.

Any violation of these provisions may result in:

- Removal from the program without refund, and
- Additional action, including legal remedies, where appropriate.

15. Additional Rules

Each program may include additional guidelines suited to its objectives. Students are expected to follow these accordingly.

16. Online Sessions

Live online sessions, when applicable, are governed by the **BRAINSONline LMS Terms and Conditions**.

17. Delivery Adjustments

BRAINS may adjust the mode of delivery (e.g., shifting to online sessions) when necessary due to unforeseen events, including government directives or emergencies.

In such cases, the program will continue through appropriate alternative arrangements.

AGREEMENT

Enrollment signifies understanding and acceptance of these terms.

Student Signature: _____ **Date:** _____

Parent/Guardian Signature (if student is under 18):

Date: _____

(No need to initial the bottom of the page, thank you.)