



A-Star Tuition
Jl. Haji Nawi Raya no 9B
Gandaria Selatan
South Jakarta, 12420
Tel: (+6221)7227875, (+62)8170888594
E-mail: astartuition1@gmail.com
Website: www.astartuition.id

Academic Year

A-Star Tuition academic year is comprised of eleven cycles. Duration of each cycle is four weeks.

Payment Matter

1. Tuition fee paid is non-refundable.
2. Tuition fee for one cycle is paid in advance and is due one week before the starting of a new cycle.
3. Students who continue the enrollment in the next academic year can register for a new academic year schedule during the registration period in the end of May. First cycle fee needs to be settled prior to the schedule confirmation. Students returning not in the first week of the first cycle are automatically eligible for make-up classes according to a make-up policy. Should existing students not enroll in the beginning of the first cycle, they could only reenroll in the new cycle as new students.
4. Reducing the number of lessons (example from 3 lessons to 2 lessons) in a new cycle could be done by notifying us prior to the first day of the new cycle. Such request made on or after the first day of the new cycle is subject to refusal.
5. Graduating students (grade 12) may only enroll for half cycle in the tenth cycle. Prorated lesson fee will be 50% of the tenth cycle lesson fee. Lessons falling after exam date could be pulled forward to dates before exam.

Subjects Offered and Minimum Number of Lessons

1. Mathematics. Available for grade 6 to 12. Minimum number of lessons is one lesson in a week for grade 6 to 8. Minimum number of lessons is two lessons in a week for grade 9 to 12.
2. Chemistry. Available for grade 9 to 12. Minimum number of lessons is one lesson in a week.
3. Physics. Available for grade 9 to 12. Minimum number of lessons is one lesson in a week.



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Make-up Class Policy

1. Students qualify for a make-up class only if they give a notice to admin staff through a text message or an email by a day (before midnight local time) prior to the missed lesson date.
2. No make-up class is given to students who miss the lesson on school holiday (Saturday does not count) and public holiday.
3. Maximum number of missed lessons replaced in one cycle is one for students having one lesson in a week, two for students having two lessons in a week and three for students having three lessons or more in a week.
4. The make-up class must be taken no later than 28 days since the missed lesson date.

Public Holiday

A-Star Tuition is closed on Eid Al-Fitr for 2 days and on Lunar New Year for 1 day. Students whose schedule falls on the aforementioned public holidays will be given replacement albeit the process will be slow. On any other public holiday, classes are conducted earlier. Regular classes at 3:30 pm, 5:30 pm and 7:30 pm are conducted at 9:00 am, 11:00 am and 1:00 pm respectively.

Office Hour

A-Star Tuition office hour is Monday to Thursday 1:30 pm-9:30 pm, Friday 1:30 pm-8:00 pm and Saturday 9:00 am-3:00 pm. Any incoming text, email or phone call out of office hour will be replied during office hour.

Withdrawal

Students should give a notice before the first day of a new cycle if they would like to withdraw from A-Star Tuition. In the event that the students wish to reenroll in the future, they could only reenroll in the new cycle as new students.

Acknowledged by

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Parent/Guardian of