



Fees Receipt

- Fees once paid are not refundable under any circumstances.
- On submission of fees either by cash or by cheque , a white receipt with ALOHA logo, ST registration number & franchisee name will be issued to you for the amount you have paid with authorized Signature of the Franchisee & Issuer.
- After registration with company, you will receive a unique student code across all Gujarat.
- Level fee must be paid within one week after the circular given. The fees are subject to change and binding to all.
- On submission of level fees, a white receipt will be issued to you which contains receipt no. This receipt no. you can see in the software maximum within 3 days of time. If you do not find the entry in the software even after 3 days then you need to contact the Franchisee. Your fees will be registered with the company only after the software entry.

Course Material

- Complimentary course material (books) will be issued to the students only on receipt of course fees for every level.
- After paying the registration fees, ALOHA Kit will be issued which is a part of the training; students without kits will not be allowed to attend the classes and shall be deemed absent from that session.
- Extra material like t-shirt, book, abacus, aloha bag, etc. is available on chargeable basis. Please take a note, company's receipt will not be issued for such type of payments.

Leave note & Cover up sessions

- Student who wishes to go on leave must submit a leave application in software at least three days in advance, leave without application shall be termed as absentees and no cover up classes shall be conducted for the same.
- In a level maximum 3 leaves can be granted for which the cover up sessions can be arranged depending on the availability of CI.
- Cover up sessions may only be arranged if the reason for leave given is genuine, at the time and days convenient to the aloha learning center.



Break Facility

- An official letter must be submitted to the aloha learning center if student wishes to stop attending course for period of time.
- Leaves greater than 15 days to six months shall be considered as break and shall be charged Rs. 100/- for the same. New batch and timing will be allocated on return from break as per availability.
- You will receive the company's white receipt for the same & you may view its entry in the software.

Drop Out & Re-joining

- Students, not attending the classes for more than 45 days without taking an official break shall be considered as dropped out.
- Students can avail the facility of re-joining by paying Rs. 250/- as re-joining charges.
- You will receive the company's white receipt for the same & you may view its entry in the software.

Center Transfer Facility

- Student can avail the facility of Aloha center transfer but center transfer is only possible after completion of level & CI must be trained for the joining level at the destination center.
- Student has to pay Rs. 100/- as centre transfer fees at the destination centre
- You will receive the company's white receipt for the same & also find its entry in the software.

Course Instructor (CI)

- Whether the CI who is teaching at the centre is officially trained by Regional office for the specified level or not can be seen in the software.
- If the CI is not trained for the level in which your child is studying then you will not find the regular attendance in software for that level.



Certificate System

- We have different certificate system for all the courses:-

For MASR

- * BASIC -- After 2nd Level
- * MASTER -- After 5th Level
- * GRAND MASTER -- After 8th Level
- * CERTIFICATE OF EXCELLENCE -- If the student scores 100/100 marks in final exam ,then he/she will be issued this certificate for that specified level.

For MATT

- * BASIC – After 2nd level
- * GRADUATE -- After 4th level
- * MASTER – After 7th level
- * GRAND MASTER – After 10th level

For SM, PM, ES, WS

- * Certificates will be given after successful completion of EACH LEVEL of course.
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- Certificates will be generated in the software against the marks entered by the franchisee in the software.
 - You will be able to see the marks entered by Franchisee in the software, within one week from the date of assessment given by the student.
 - Once the marks are entered in the software, Student is entitled to get the certificate for respective level from the franchise in 60 days of time. This will be issued by the company.
 - You will be able to see the certificate details in software which is issued by the company to the Franchisee.



Final Exams & Papers

- Students will be issued a colored final paper by Regional Office in every level.
- The child will be promoted to the next level after successful completion of the assessment of every level. (Passing marks 60), Students who are scoring less than 60 marks are considered as failed.
- Maximum two trials of final exam will be given including absenteeism to clear the level examination. Student failing to clear in 3 attempts will not be promoted to next level and will have to repeat the same level by paying the required fees.

Attendance

- Each level of MASR consists 12 sessions each of 2 hours,
- Each level of MATT consists 24 sessions each of one hour,
- Each level of ES consists 22 sessions each of 2 hours,
- Each level of SM consists 14 sessions each of 2 hours,
- Each level of PM consists 16 sessions each of 2 hours,
- Each level of WS consists of 15 sessions each of 1 hour,

It does not depend on months. You will be able to see the regular attendance & absenteeism report in software.

Alert System & e-mails

- To get the details of accessing student's login at the time of registration at Aloha centre.
- An e-mail & alert will be sent for the "Birthday Wish" on the birthday of the student.
- Results of final exam.
- Next level fees reminder & final paper reminder.
- To collect the certificate of the student from the center.



State Level, National Level & International Level competitions

- Every year Aloha hosts State, National and International Level Competitions in the month of October, December and April respectively. However the exact dates will be informed to you by the centers through circulars, e-mails or alerts in software. In case you wish to participate you are requested to start the inquiries for the same at least one and half month prior to the competition.

Centre's Responsibilities

- Centre must issue the original receipt provided by the company.
- Centre must issue the course material provided by the company on starting of every level.
- Centre must complete the level as per the syllabus & conduct exam after completion of every level.
- Centre must issue the original certificate of the company as per the certificate system designed by the company.