

RULES

for admission and training of Students at the Educational Center "Aristotel"

1. General Provisions

1.1 This Regulation has been developed in accordance with the new edition of the Law of the Russian Federation "On Education" dated 08.22.04. No. 122-ΦЗ, the Law of the Russian Federation "On Protection of Consumer Rights", the Decree of the Government of the Russian Federation dated July 5, 2001 No. 505, the Rules for the provision of paid educational services in the field of preschool and general education (Orders of the Ministry of Education of the Russian Federation dated July 10, 2003 No. 2994 and 28 July 2003 No. 3177), the Charter of the Non-State Educational Private Institution "Educational Center" Aristotel "(hereinafter" Educational Center ") and regulates the relationship between the consumer and the contractor in the provision of paid educational services.

1.2 These Regulations determine the procedure for admission and training at the Educational Center.

1.3 The academic year at the Educational Center is set from August 1 of the current year to July 31 of the next year.

1.4 Classes at the educational center are held in the following mode:

7 days a week from 10.00 to 20.00 according to the Schedule approved by the Director of the Educational Center

1.5 In the period from January 1 to January 10, classes in the educational center are held only in vacation groups. Due to the variability of school holidays during the rest of the school year, classes are held according to the Schedule without changes.

1.6 Acceptance of Students for training is carried out throughout the academic year.

1.7 The cost of educational services provided by the Educational Center for the current academic year is approved by the Director of the Educational Center by the Order "On Prices and Discounts".

1.8 The Customer is obliged to pay for the provided educational services in the manner and within the time frame specified in the Agreement and in accordance with the legislation of the Russian Federation to receive a document confirming payment for educational services.

1.9 The date of receipt of funds to the settlement account of the Educational Center is considered the moment of payment for educational services.

1.10 In case of long delays by the Customer in payment of the cost of services (more than 2 weeks), based on the presentation of the Managing Council, the contract with them is terminated, and the Listener is excluded from the number of students and is not allowed to take classes.

1.11 The Educational Center and the Customer who have entered into an agreement for the provision of paid educational services are liable under the agreement and the current legislation of the Russian Federation.

2. The procedure for admitting Students to the Educational Center

2.1 Students are admitted to the Education Center based on the results of the Interview.

2.2 The interview is conducted according to the Interview Schedule approved by the Director of the Educational Center or on the day chosen by the Customer and agreed with the Administration of the Educational Center.

2.3 After passing the Interview, when the Customer decides to undergo training at the Educational Center, the Customer submits an Application for admission to the Educational Center addressed to the Director of the Educational Center.

2.4 Application is an Agreement of Intent (between the Customer and the Contractor) and does not have the character of a mandatory immediate conclusion of the Training Agreement. The application is valid for the current academic year.

2.5 After submitting an Application for admission to the Educational Center, the Customer, at his own discretion, based on the results of the Interview and the recommendations of the Educational Center specialists, chooses the type of service (one-time consultation, / coursework / training based on a subscription), training program, training mode according to the Schedule.

3. Procedure for conducting an interview

3.1 In the Educational Center, the interview is of two types:

- Interview (without consulting a specialist).
- Interview - consultation. The cost of the interview-consultation is approved by the Director of the Educational Center by the Order "On prices and discounts".

3.2 The choice of the type of interview remains with the Customer.

Interview (without consultation):

3.3 The main purpose of this Interview is the selection of the group necessary for the Customer (level or stage of the program, a convenient schedule of classes) according to the course chosen by the Customer.

Interview-consultation:

3.4 Interviews-consultations for Primary School Students:

a. Interview-consultation includes:

- examination of the child's written and oral speech,
- peculiarities of his attention and memory;

- identification of the initial level of knowledge and skills in working with mathematical material in the framework of the school curriculum, the level of mastering the spelling norms of the Russian language;
- probabilistic forecasting of the child's further assimilation of the school curriculum.

b. Key skills tested

- the level of formation of written and oral speech;
- pace and quality of reading (depending on the age according to the norms for primary school students); the ability to highlight the main idea of the read text, the ability to retell;
- assessment of selectivity, stability and switchability of visual attention and the volume of short-term memory (auditory) when working with educational information;
- level of proficiency in mathematical material, practical knowledge of the norms of the Russian language.

c. Passing an interview will allow:

- to identify features in the knowledge and skills of the child that prevent him from achieving the desired results in learning;
- select a child development program based on his individual characteristics.

3.5 Consultation Interviews for Middle and High School Students:

a. The main tasks of the interview-consultation:

- check knowledge and skills in basic school curricula, compare the results obtained with the results of other students
- timely identify knowledge gaps that will hinder the further learning of the student
- to choose a training program for the student in the chosen direction of the appropriate level

b. Key skills tested

- assessment of the ability to work with educational information (completeness and accuracy of reproduction and recognition of information contained in the educational text);
- assessment of the formation of problem solving skills; the ability to work with algebraic expressions, equations, inequalities; the level of development of analytical skills when working with a function;
- detection of gaps in knowledge and skills in the Russian language;
- level of English proficiency.

c. Passing an interview will allow you to:

- objectively assess the knowledge and skills of the student, compare them with the achievements of their peers;
- select the necessary programs, outline the trajectory of their passage.

3.6 At the Interview, the Trainee performs a series of tests according to age. Based on the results of the completed test tasks, the Listener can be recommended:

- training in groups or individually;
- offered to undergo training in one or more programs;
- for each proposed program, it is recommended the level from which it is advisable to start training.

3.7 The results of the test tasks performed by the Student are brought to the attention of the Customer. During the Interview, consultations are commented by a specialist / specialists of the Educational Center.

3.8 Hand tests are not issued to the Customer, but remain for storage in the Educational Center. Results are stored:

- within one academic year, subject to the student's admission to training at the Educational Center;
- otherwise - three months from the date of the Interview.

4. The procedure for providing one-time lessons and consultations specialists of the Educational Center

4.1 The educational center provides advice:

- a. psychologist and speech therapist within the framework of the psychological and speech therapy service of the Educational Center in accordance with the "Regulations on the psychological and speech therapy service at the Aristotel Educational Center";
- b. consultations of the specialists of the Educational Center;
- c. one-time individual lessons.

4.2 The cost, duration of consultations, one-time individual lessons (reimbursement lessons and additional lessons) are approved by the Director of the Educational Center in the Order "On prices and discounts".

4.3 Application for consultation is the Application of the Customer.

4.4 The procedure for providing one-time individual lessons is described in section 9 of these Rules.

4.5 The customer makes 100% prepayment for the consultation and one-time individual lesson at least three days before the date of the consultation / lesson.

5. The procedure for providing individual training

5.1 The educational center provides an opportunity for individual training in the following areas:

- a. with a specialist in psychological and speech therapy service;
- b. according to the standard program of the Educational Center;
- c. according to the program specially adjusted for the individual characteristics of the Listener.

5.2 Individual classes are considered to be held on the territory of the Educational Center with the Listener on an individual basis according to the Training Program stipulated in the Agreement (standard or specially developed for the Listener) on weekdays from 10:00 to 15:30 or a lesson with a specialist in psychological and speech therapy services outside depending on the day of the week and time.

5.3 Individual classes conducted with the Listener on the territory of the Educational Center by non-specialists of the psychological and speech therapy service on weekdays from 15.30 and on Saturday or Sunday, regardless of the time of classes, are paid at the rate of the cost of a group of 5 people for this course.

5.4 Payment for individual lessons is made by the Listener in full for the entire course of training no later than a week before the 1st lesson.

5.5 Prices for standard programs are approved by the order of the Director of the Educational Center.

5.6 Programs requiring an individual approach-development for the Listener are calculated in each case individually, the cost is fixed in the Contract for individual lessons.

5.7 The Customer submits to the Director of the Educational Center an Application, and also concludes an Agreement for the provision of individual educational services.

5.8 The contract stipulates:

- the cost of the entire course;
- course volume (in academic hours);
- the program according to which the classes are held;
- schedule of classes (indicating dates and times of classes);
- form and schedule of payment for classes.

5.9 In case of early termination of the Agreement at the initiative of the Customer, the Customer shall pay

- 60% of the cost of the Agreement, if one lesson was completed;

- 50% of the cost of the Agreement, if two lessons have been completed;
- 5% of the cost of the training under the Agreement, for each lesson passed, if three or more lessons have been completed.

5.10 If it is impossible for the Student to attend the lesson for a good reason, namely: the Student's illness (if there is an appropriate document from a medical institution), the transfer of school classes (if there is a corresponding document from the school), the Customer must notify the Contractor no later than 24 hours before the date next lesson. The Contractor has the right to extend the training period by the number of missed classes, but no more than two weeks relative to the date of the last lesson on the Schedule.

5.11 In case of missing classes for a reason not provided for in clause 5.10 of this Agreement, the amount of payment for each missed class is 50% of the cost of a one-time individual lesson at the Educational Center. The cost of a one-time individual lesson is approved by the Order of the Head of the Educational Center "On Prices and Discounts".

6. The procedure for providing training in a group

Preschool students

6.1 When the Customer chooses to teach a preschool child in a group, the Educational Center provides training according to the selected program on the basis of a written Application of the Customer. The application is written by the Customer for training in a specific group.

6.2 The current list of programs for preschool children for the current academic year is presented in the Curriculum of the Educational Center, which is approved by the Director of the Educational Center. The curriculum schedule is determined by the Schedule.

6.3 The provision of educational services to the Customer is formalized by the Agreement.

6.4 The fact of confirmation of acceptance by the Educational Center of the Application is the issuance of an Invoice to the Customer.

6.5 The registration of the Listener to the group is made only after the Customer pays the first installment in accordance with the Payment Schedule specified in the Agreement.

6.6 Writing an Application and concluding an Agreement is a complete and unconditional acceptance by the Customer of the conditions for the provision of educational services, this Regulation, the Internal Regulations of the Educational Center and consent to the Training Program without exceptions.

6.7 In case of long delays by the Customer in payment of the cost of services, provided (more than 2 weeks from the date of payment specified in the Agreement) on the basis of the presentation of the Management Council, the Agreement with the Customer is terminated, and the Student is excluded from the number of students and is not allowed to take classes.

6.8 In case of early termination of the Agreement on the initiative of the Customer, the refund of funds to the Customer is made in accordance with the Agreement.

7. The procedure for providing training in a group (coursework)

For school age students

7.1 When the Customer chooses training in a group, the Educational Center provides training on the chosen course on the basis of a written Application of the Customer. The customer writes an Application for training in a specific group.

7.2 The provision of services to the Customer for training in a group is drawn up in a separate Agreement for paid services for each course chosen by the Customer.

7.3 The current list of courses held at the Educational Center for the current academic year is presented in the Curriculum of the Educational Center and approved by the Director of the Educational Center. The timing of the courses is determined by the Schedule.

7.4 The fact of confirmation of acceptance by the Educational Center of the Application is the issuance of an Invoice to the Customer.

7.5 The registration of the Listener to the group is made only after 100% payment by the Customer of the Agreement or prepayment of training in the amount of at least 20% of the cost of training specified in the Agreement.

7.6 For the first lesson, the Listener is allowed only with 100% prepayment of educational services. If the Customer does not timely pay for the Agreement by the time the classes begin, the Student is not allowed to the first lesson.

7.7 Writing an Application and concluding an Agreement is a complete and unconditional acceptance by the Customer of the conditions for the provision of educational services, this Regulation, the Internal Regulations of the Educational Center and agreement with the Training Program without exceptions.

7.8 In case of early termination of the Agreement at the initiative of the Customer, the Customer shall pay

- 60% of the cost of training, according to the Agreement, if one lesson was completed;
- 50% of the cost of training, according to the Agreement, after two classes have passed;
- after the 3rd lesson, no refund will be made.

8. The procedure for providing training on the basis of a Subscription

8.1 Purchase of services on the basis of a subscription (hereinafter "Subscription") entitles the Customer to use the services of the Educational Center for a certain period, subject to the payment terms.

8.2 A subscription is introduced in order to:

- maintaining the interest of the Customer in the services of the Educational Center;
- more profitable material opportunities for obtaining the most complete, voluminous and diverse knowledge in the system of additional education;
- application of a more flexible and mutually beneficial payment system.

8.3 When the Customer chooses training on the basis of a Subscription, the Customer fills out an Application

8.4 The Subscription is valid for the period specified in the Subscription.

8.5 The subscription is purchased subject to the payment terms stipulated in the Agreement.

8.6 The current list of types of Subscriptions and programs (courses) included in them is approved by the Director of the Educational Center.

8.7 Subscription does not apply to Customers using the services of the Educational Center on the basis of individual training.

8.8 In case of early refusal of the Customer to train the Listener on the terms of the Subscription, the Subscription becomes invalid. Refunds, provided that the Student has completed one or more courses specified in the Subscription, is made based on the deduction from the cost of the Subscription of the full cost of the courses taken by the Listener at the prices established by the Educational Center for the given period for similar courses paid as coursework.

In case of early termination of the Agreement on the initiative of the Customer, subject to incomplete training in one of the courses, the refund for this course is made in accordance with the Procedure for the provision of coursework, based on the cost of the course at prices established by the Educational Center for a given period for a similar course, paid as coursework.

8.9 The Subscription applies to the family of the Customer. Members of the same family (except for Preschool Students) can undergo training on the same Subscription. During the validity of the Pass, Family Members may attend different courses.

8.10 The procedure for enrolling Students in a group and the organization of the educational process comply with the general requirements and rules established and valid in the Educational Center for all categories of Students.

**9. Rules for reimbursing missed classes
and providing an additional one-time lesson
at the Education Center**

9.1 The reimbursement lesson is provided to the Students 1 time during the course in case of missing two or more lessons for schoolchildren and three lessons for Preschool Students

for a good reason, namely, the Listener's illness (if there is a corresponding document from a medical institution), transfer of school lessons (if availability of the corresponding document from the school), participation in sports competitions (with a certificate from the coach)

9.2 In case of missing classes, for a reason not provided for in clause 9.1 of this Agreement, and the Customer's desire to take an additional lesson at the course, the Customer is provided with an Additional one-time lesson.

9.3 The Customer submits to the Director of the Educational Center an Application with a request to hold a one-time Lesson, indicating the reason for missing lessons.

9.4 The Head of the Educational Center, depending on whether the Customer has supporting documents for missed classes, makes a note on the Application about the provision of one of the types of classes - Reimbursement Lessons or Additional Lessons. The head appoints a teacher to conduct a lesson and time, based on the workload of the teaching staff of the Educational Center and the load of the classroom fund.

9.5 Payment for a lesson of the specified type (Lesson-reimbursement or Additional Lesson) is made in accordance with the Order "On Prices" approved by the Director of the Educational Center for the current academic year.

9.6 In case the Listener misses one lesson, the Listener, at the request of the customer, may be given homework and given the opportunity to get advice from the teacher on its implementation (at a convenient time for the teacher)

10. The order of transferring the Listener from group to group

10.1 Translation of the Listener is possible in the following cases:

- prior to the start of training of the Listener in the group - as agreed between the Customer and the Contractor (under changed conditions from someone else's side);
- after the start of the Student's training in the group - under the condition of the Student's illness, which prevented him from completing the started training in the previously selected group.

10.2 The Customer draws up the transfer of the Listener from one group to another (subject to availability) with an Application for transfer and coordinates it with the Head of the Educational Center.

10.3 After agreement and in the presence of prepayment or full payment, the Listeners are enrolled in a new group.

11. Cases of transferring classes

(subject to training in a group)

11.1 Transferring classes at the Educational Center is possible in the following cases:

- by order of state authorities;
- by order of the Rospotrebnadzor authorities in connection with the epidemiological situation in the city;
- in circumstances of force majeure, namely fire, flood, earthquake, threat of terrorist acts, military action, changes in legislation and other events in which it becomes impossible to conduct classes;
- subject to sudden illness of the teacher and the inexpediency of his one-time replacement by another teacher;
- on the initiative of a group of Customers, subject to written consent to postpone the occupation of ALL Customers. An application addressed to the head of the Educational Center is written in free form and signed by all Customers whose children study in this group.

11.2 Information about the transfer of classes is communicated to the Customers and Students in the following ways:

- placing an announcement about the transfer of classes at the stand of the Educational Center "Life Center";
- on the website of the Educational Center www.aristotel-arbat.ru
- by phone numbers specified for the Customers in the Application for communication;
- via SMC - messages.

12. Procedure for termination of the Agreement and return of funds

12.1 The parties are exempt from liability for partial or complete failure to fulfill obligations under this agreement if it was the result of force majeure reasons, namely: fire, flood, earthquake, threat of terrorist acts, military action, changes in legislation and other events in which the fulfillment of contractual relations becomes impossible.

12.2 If the Customer wishes to terminate the Training Agreement, the Customer submits an Application for termination of the Agreement and the name of the head of the Educational Center with the obligatory indication of the reason for termination of the Agreement.

12.3 Subject to the termination of the Agreement for training before the start of classes, the Customer is refunded the entire amount paid under the Agreement (partial or full).

12.4 Subject to termination of the Study Agreement after the start of classes, the refund is made in accordance with the conditions specified in the Agreement.

12.5 Refunds by the accounting department of the Educational Center are made only in the presence of a written resolution of the head of the Educational Center, as well as in the presence of the following documents to terminate the Agreement:

- Passport of the Customer specified in the Agreement;

- documents confirming the fact of payment for the Agreement;
- Application for Refund with the resolution of the Head of the Educational Center.

12.6 Refunds are made in the form in which the payment was made.

13. Special conditions

13.1 If during the course of the lesson it becomes clear that due to the individual characteristics of the Listener, the expected results cannot be achieved, the Administration of the Educational Center has the right to notify the Customer about this, who at its discretion can:

- terminate the Agreement unilaterally, having received the paid amount minus the cost of actually conducted classes;
- leave the Listener to complete the full course and accept the result that will be achieved by the Listener.

13.2 If the Contractor is unable to partially fulfill the obligations assumed under the Agreement due to reasons arising from the fault of the Customer or the Listener, the services shall be paid in full.

13.3 In case of violations by the Listener or Parent (legal representative) of the Internal Regulations in force at the Educational Center, the Rules of Conduct on the territory of the Educational Center, violation of the Charter of the Educational Center and an obstacle to the normal implementation of the educational process, the Administration of the Educational Center has the right to terminate the provision of educational services to the Listener, while services are payable in full.

In the event of the occurrence of the circumstances specified in clause 13.3 of these Regulations, the Deputy Director of the Educational Center submits a memorandum to the Governing Council within three days. If the Governing Council decides to terminate the Agreement with the Customer through the fault of the Customer, the Director of the Educational Center issues an Order to terminate the training of this Student at the Educational Center and terminate the Agreement for his training. The order to terminate the Agreement with an indication of the reason for termination is brought to the attention of the Customer in writing or orally.

13.4 The Customer agrees to the processing by the Contractor of his personal data and the data of the Listener, including using automated systems, for the purpose of accounting and tax reporting, office work.

The list of personal data of the Customer processed for accounting and reporting purposes, office work includes the following data: last name, first name, patronymic of the Customer, series, number, passports, by whom and when issued; contact phones with indication of contact persons for each indicated number. The list of personal data of the Listener processed for accounting and reporting purposes, office work includes the following data: last name, first name, patronymic of the Listener, his date of birth, the grade of the

secondary school in which the Listener is studying at the time of the conclusion of the Agreement.

The Customer's consent to the processing of personal data is valid from the day the Customer writes the Application for admission of the Listener to the Educational Center.

14. The procedure for providing training for the Listeners

for vocational training programs

14.1 Persons applying for training in the profession 15135 Nanny (1 category) (hereinafter referred to as the "Listeners") must have a document confirming the receipt of secondary (complete) general education, or a certificate of professional training in a related profession.

14.2 Training can be carried out both individually and in a group. The student submits, and the name of the head of the Educational Center, where the course indicates the "Training program for the profession" Nanny ". An Agreement is concluded with the Listener in the form of DN.

14.3 Training under the program ends with consultations, summing up and a qualifying exam, students who have successfully passed intermediate control (essays) and completed the volume of practical training in accordance with the Curriculum for the program are allowed to the exam.

14.4 A student who has passed the qualification exam is assigned the qualification "Nanny" and a certificate of the established form is issued.