

J Pro Classroom Learning Terms and conditions

1) Missed class function

1.1) Students who registered for classroom learning and in any circumstances are not able to attend or missed certain class date for the course, can book a time-slot provided by J Pro Business Training admin. Each time-slot booked is charged RM 30.00 per time-slot. This charges will be for the use of J Pro Business Training facility and services.

1.1.1) What is a time-slot. Time-slot are missed class video session which are provided by J Pro Business Training admin for students who want to review the missed class. Each time-slot is in the range of 3 hours to 5 hours. Payment for time-slots must be done earlier or on the day before attending the time-slot session.

1.2) Any booked time-slots by the student and physically did not attend the booked time-slot session, will be considered as 1 used time-slot. If the booked session has been prepaid and not attended, only RM 15.00 is transferable to the next time-slot booking. Time-slot timetable will be provided via class group WhatsApp or upon student request.

1.3) Location to view the missed class videos will be at J Pro Business Training center in Kemuning Utama, Shah Alam.

1.4) Missed class can be also viewed via online for a 24 hours range per time-slot session. Student will need to inform J Pro admin on whether they want to have a physical missed class session or online session. Online missed class session fees paid has no refund and non-transferable.

2) Timetable

2.1) Any changes made after the publication of the official course timetable for the said exam cycle, will be made available and announced accordingly using the communication method deployed by JPro Business Training. Replacement classes will be issued accordingly.

2.2) Latest course timetable can be found at our website www.jprotraining.com.

3) Course Validity / Expiry

3.1) Course validity / expiry is until your examinations period for the current exam cycle that you have registered and undertaken with J Pro Business Training. Example: Student registered course at J Pro Business Training for ACCA June exams preparation 2020, any online facility or course videos or if materials given online as softcopy will be available until the ACCA June 2020 examinations sessions only. All said above materials and content will be unavailable to view or access after the expiry of the course registered.

3.2) All online class videos and course materials are J Pro Business Training intellectual property. Distribution of the videos and materials are prohibited. We believe that you are bound by ACCA Code of Conduct and expect that you follow the code's requirement of integrity.

4) Course Fees

4.1) This will follow each exam cycle fee structure where you can find it on our website www.jprotraining.com.

4.2) Payment can be done via Cash, Bank transfer or Cheque.

4.3) Any transfer or payment must be in the correct amount of the course fees and any other fees. This is solely your responsibility.

4.3.1) If the payment or transfer done is lower than the course fees, we will give a notification to you on the remaining payable fees.

4.3.2) If any extra payment is transferred above the course fees or total fees by the error of the student, there will be an admin fee and any re-transfer fees that will apply to our banks if you have requested a transfer back the extra payment. If the extra payment which was requested to be transferred will not cover the admin and re-transfer fees of our banks, J Pro Business Training has the rights to reject the re-transfer request by the student.

5) Course refund or transfers

5.1) No course refund or transfers once the course registered for the exam cycle has commenced or the online course log in details have been emailed to the students respective registered emails or WhatsApp or any other ways deemed necessarily by J Pro Business Training to alert the students, this applies to whichever that comes the earliest. This applies to all types of course such as Syllabus only, Revision Only or Syllabus and revision (Full Course).

5.2) If any transfers are given to students, the transfers are only available for the subsequent exam cycle only.
Example: a transfer from ACCA June 2020 examinations can only be claimed for ACCA September 2020 examination preparation.

J Pro Business Training reserves the rights to amend the terms and conditions listed above without prior notice.

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