

MYEDU OÜ & 1MyEdu OÜ
BASICS OF EDUCATION ORGANIZATION

1. General Provisions

1.1. **MYEDU OÜ** (registration code **14682138**) and **1MyEdu OÜ** (registration code **14730280**) operate jointly under the name **MyEdu** in organizing supplementary education and adhere to the current legal regulations in the field of adult education, as well as other applicable regulations and documents.

1.2. **MyEdu** is an adult supplementary education institution that organizes qualification improvement courses in the following fields: **Database and network design and administration, Computer usage, Interdisciplinary information and communication technologies, Software and application development and analysis, Marketing and advertising, Language learning, Music** (Economic activity notification numbers: [220905](#), [258764](#)).

1.3. Training is conducted **online**. The **MyEdu** training center uses its own online platform as well as **Zoom** and **Google Meet**.

1.4. Office premises are used at **L. Koidula 38 and Poordi 1-34, Tallinn**.

1.5. Training is conducted **in the form of courses**, and the course volume is calculated **in academic hours**, where **one academic hour equals 45 minutes**.

1.6. The official administrative languages of **MyEdu** are **Russian and Estonian**.

1.7. The main educational document is the **curriculum**, which defines:

- the name of the program;
- the curriculum group;
- learning outcomes;
- conditions for starting studies (if required for achieving learning outcomes);
- total study volume, including classroom, practical, and independent work proportions;
- course content;
- description of the learning environment;
- list of study materials (if required);
- conditions for course completion and issued documents;

- description of necessary qualifications, study, or work experience for instructors.

2. Conditions and Procedure for Admission to Supplementary Education Courses

2.1. Registration for courses is possible through:

- **Online form** on the website www.myedu.ee
- **By email:** info@myedu.ee
- **By phone:** +372 58177183, +372 58818020

2.2. A course is **opened** if a sufficient number of participants are registered (for **individual training**, one person). The training group size is **from 2 to 20 participants**.

2.3. **Conditions for starting studies:**

2.3.1. **Testing is not required.**

3. Conditions and Procedure for Expulsion from Courses

3.1. A student is expelled from a course in the following cases:

- **At their own request**, expressed **in writing or orally**;
- **Absence from training without notifying the reason for the absence**;
- **Non-payment of an invoice for one study month.**

Each case is considered **individually**.

3.2. The student is notified of expulsion **via email**.

4. Conditions for Completing the Training

4.1. At the end of the course, the student takes a **final written test**, assessing the achievement of learning outcomes.

4.2. A **certificate** is issued if the student has **participated in the course and successfully passed the final test**.

4.3. A **certificate of participation** is issued if:

- the student **did not achieve all the learning outcomes**;
- the final test result is **below 60%**.

5. Conditions for Payment, Exemption, and Refund of Tuition Fees

5.1. The basis for payment is **a contract with the client**. Payment can be made:

- **In full before the start of the training;**
- **In installments (2-3 parts during the training period);**
- **Monthly based on an issued invoice.**

5.2. Payment is made **based on an invoice**, which must be paid **by the specified due date**.

5.3. **Exemption from payment** may be possible as part of **charity programs** (reviewed at a management meeting).

5.4. If **two or more family members** attend the training, a **5% discount** is provided.

5.5. Course fees are listed on www.myedu.ee and include study materials.

5.6. If a participant **withdraws from the course**, they must notify **MyEdu** by phone **+372 58177183** or email info@myedu.ee

5.6.1. **Partial refund** is possible if withdrawal is announced **no later than 10 days before the start of the course** and prior expenses have been incurred (e.g., purchase of materials).

5.6.2. **No refund is given for non-attendance without notice or discontinuation of the course.**

5.6.3. **The paid amount can be transferred to another course.**

5.6.4. **Payment is not refunded** in case of early termination of training, but for **valid reasons** (illness, business trip, etc.), the student may **continue training in the next group**.

5.6.5. Training takes place **according to the group's schedule**.

Classes canceled due to **teacher illness** are rescheduled **on other agreed dates**.

6. Other Important Training Organization Conditions

6.1. Privacy Policy:

6.1.1. The following data is collected during registration: **name, email, phone, personal code**. Data processing is carried out **in accordance with EU and Estonian laws**.

6.1.2. **Providing data of minors without parental or guardian consent is prohibited**. In case of violation, contact us via [contact](#).

6.2. The paid tuition fee can be **declared in the income tax return as education expenses** in accordance with **§26 of the Income Tax Act**.