



華盛普通話教育中心

WAHSHING MANDARIN EDUCATION CENTRE

Registration Number: _579700_

MAKE-UP/CATCH-UP CLASS REQUEST 補課請求

Name of student 學生姓名:

Missed class 缺課

Course 課程: Day 日期: Time 時間:

Date(s) preferred for make-up /catch-up class 希望能補課的時間

Course 課程: Day 日期: Time 時間:

This make-up class is required due to 補課請求必須是因為:

SICKNESS 生病 TRAVEL OVERSEAS 假期旅遊

- A maximum of two make-ups may be made per term, regardless of the reasons for the make-ups.
- Make-up classes must be taken within one month term and cannot be carried over to the next term
- If our available dates for make-up lessons do not match you or your child's availability, we cannot guarantee a replacement class and we cannot reschedule a missed make-up class. The class missed will be given up and the tuition fees of the classes missed will not be refunded.
- Make-up classes cannot be accumulated to offset the tuition fees for the following term
- For students enrolled in WahShing Mandarin Education Centre twice per month classes, no make-up classes are offered
- 不管任何理由，我們只能在一個學期內提供最多兩次的補課
- 補堂必須在本月內完成，不得拖至下個月
- 如學生不能出席我們所安排的補課時間，我們將不能保證有其他的更替的時間。並且將不會重新安排的補課，所缺席的這堂課將自動放棄，所交學費不予退還。
- 補課不能夠累積來抵銷在以後學期的課程的費用。
- 如已登記的學生在華盛普通話教育中心一星期內只有二堂課，將不被安排補課。

Signature of student/ parent
學生/家長簽名

Date
日期

Office Use 學校使用: Class List 班別: _____ Database 資料庫

Confirmed By 確認: _____ (phone 電話/person 人)

Date 日期: _____

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