

# 華盛普通話教育中心

## 學費PAYMENT OF FEES：

- 1、 學費每月交繳一次，並必須在每月第一堂課開始前交繳。
- 2、 如在學期內轉任何課程，必須在上第一堂課前交繳每堂課費用的 10%作為行政費用。**支票抬頭請寫：「華盛普通話教育中心有限公司」**
- 3、 我們會收取可退還的按金 HK\$500，作為保留學位之用。而按金則會在你離開本中心時退還，但必須在下月交費前 14 天以書面形式向本中心提出，否則按金不予退還。
- 4、 學生如要終止學習，必須在下月交費前 14 天以書面形式向本中心提出，否則我們將收取一堂課的費用作為行政費，所收的按金 HK\$500 也不予退還。
- 5、 如學生終止在本中心學習後十二月沒有領取按金 HK\$500，我們將會把按金作為津貼用途。
- 6、 學生或家長必須填寫入學表格並簽署，然後將入學表格、按金及學費寄往本中心或親臨本校。本中心只接受現金或支票繳費。

## 後補WAITLIST：

- 7、如所要求的課程已滿，我們會將學生列入候補名單內，並要求繳交 HK\$500，作為每一個課程列入候補名單內要求。而 HK\$500 的支票將會在課程批准後退還，已成為本中心的學生的兄弟姊妹將會優先考慮。

## 補課 CATCH-UP/MAKE-UP CLASSES：

- 8、本中心不設補課。（一對一的學生除外）。學生所缺席的這堂課的學費將不予退還。（特殊情況將酌情考慮）。  
但不管任何理由，我們只能在一個學期內提供最多兩次的補課。
- 9、一對一的學生如欲請假，最遲要在一天前向本中心提出申請，並需以書面形式填寫補課申請。補課時間將由本中心安排。請假次數一個月不得超過一次，補課必須在本月內完成，不得拖至下個月。若臨時請假或少於一天請假將不予批准。學生缺席的這堂課，將自動放棄，所交學費不予退還。
- 10、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缺席的補課。所缺席的這堂課將自動放棄，學費不予退還。
- 11、補課不能夠累積來抵銷在以後學期的課程費用。
- 12、如已登記的學生在本中心一星期內只有兩堂課，將不被安排補課。

## 公眾假期PUBLIC HOLIDAYS

- 13、本中心會在公眾假期停止營業。如在學期內其中的課堂在公眾假期內，我們將會在一個月內提供補課。

## 實施關閉ENFORCED CLOSURES：

- 14、黑色暴雨警告訊號懸掛時或八號或更高颱風訊號懸掛時，課程將會取消。取消的課程不獲補課。當在三號颱風訊號懸掛時，本中心正常上課。

## 入學須知ENROLMENT：

- 1、 學生要先進行面試，如果課程已滿，申請者將輪為候補，等候通知。如遇課程招生不足，學費將會全額退還。
- 2、 課程一經確認，不得轉讓。
- 3、 若學生違反課堂紀律，使得老師無法正常上課，並影響其他學生繼續聽課，老師有權終止此學生這堂課的學習。本中心會即刻通知監護人帶此學生離開中心，所交這堂課的學費不予退還。
- 4、 如遇特殊情況，本中心有權更改原定課程的老師。
- 5、 所有課程的錄音、錄像，可能保留在本中心內存檔。攝像、媒體和錄像，只可在本中心書面同意之下才可進行。
- 6、 私人財產如在本中心有損壞或遺失，本中心沒有責任及義務理賠；學生、家長或監護人如在本中心有任何意外或傷害，不會向本中心及職員進行索償。

## 退款須知REFUNDS：

- 1、 本中心如在課程開課前關閉，便會立即向學生全數退回課程費用。
- 2、 倘若課程未能按時開辦，而學生又拒絕接受學校提供的新安排，在學生提出退款要求後，本中心會盡快在不超過一個月情況下，向學生全數或按比例退回課程費用。
- 3、 倘若課程在開課後停辦，本中心會盡快在任何情況下不超過一個月，向學生按比例退回課程費用。
- 4、 本中心會致電或以書面通知有關退款安排。十八歲以下的學生可由家長或監護人代辦退款手續。
- 5、 學生或家長收到退款時，需要簽收確認。
- 6、 本中心會以支票支付退款。

學生或家長簽名：\_\_\_\_\_

# WAH SHING MANDARIN EDUCATION CENTRE LIMITED

## PAYMENT OF FEES

1. Tuition fees must be paid before the first lesson of each month.
2. We charge 10% administrative fee for each change you may make to courses within term time or before student's first class. Please make out cheques to WAH SHING MANDARIN EDUCATION CENTRE LIMITED.
3. We require a refundable deposit of \$500 per student per course in order to reserve the space for the following term. Your deposit will be returned when your child leaves Wah Shing Mandarin Education Centre Limited, provided you give not less than 14 days' written notice of your intention to leave classes.
4. When you give less than 14 days' written notice before the term starts, we charge one lesson Tuition fee for each course. The course deposit will be forfeited.
5. For deposits unclaimed within 12 months after the child's last class at Wah Shing Mandarin Education Centre Limited, the deposit shall be forfeited and retained by Wah Shing Mandarin Education Centre Limited for its own benefit.
6. Student's or parents complete and sign the enrolment form and mail it to us with the deposit and tuition fee payment enclosed.

## WAITLIST

7. When a requested class is full we waitlist your child. We require a deposit of \$500 per student per course in order to waitlist student. The cheque will not be deposited until confirmation of enrolment. Priority is given to existing students and their siblings.

## CATCH-UP/MAKE-UP CLASSES

8. We will not provide any make -up classes (not private lesson) and not return the tuition fee ( Special reasons will be accepted.) A maximum of two make-ups may be made per term, regardless of the reasons for the make-ups.
9. If student in private lesson need to be excused and write a make-up class report so that we can schedule the make-up classes and inform our teachers. Classes missed proper notice and will not be made-up later. Make-up class must be taken within one month. If student do not confirm within 24 hours and in writing of classes, and write a make-up class report, we will not provide any make-up class , not return the tuition fee.
10. If our available dates for makes-up lessons do not match student's availability, we cannot guarantee a replacement class. We cannot reschedule a missed make -up class. Not return the tuition fee.
11. Make-up classes cannot be accumulated to offset the tuition fees for the following term.
12. For students enrolled in Wah Shing Mandarin Education Centre twice per week classes, no make-up classes are offered.

## PUBLIC HOLIDAYS

13. Our centre is closed on all public holidays. If one of the eight classes in the term falls on a public holidays. If one of the eight classes in the term falls on a public holiday, this class may be made-up anytime during on month term, Please arrange with us in advance.

## ENFORCED CLOSURES

14. We do not hold classes when the warning s for black rain or typhoon signal number 8 or higher have been raised. We regret that we cannot arrange make-up classes for this enforced closures. When number 3 typhoon is hanging, our centre is open as normal.

## ENROLMENT

1. Students will be assigned to the appropriate class through an interview. If all classes are full, applicants will be put on a waiting list. If classes are full or cancelled due to insufficient enrolment, tuition fees will be refunded in full.
2. If the lesson is confirmed, you cannot pass to other people.
3. If student do not follow the class rulers, make teacher and other students cannot continues the lesson, teacher have the right to stop that student to continues having the lesson. We will confined student's parents or guardian immediately to take the student back home, also the class fee will not be return.
4. We have the right to make alterations regarding the tutors.
5. Due to the proprietary nature of our courses, photos and videos may only be taken with the written permission of Wah Shing.
6. Wah Shing Mandarin Education Centre accepts no responsibility or liability for the loss of, or damage to, a participant's property, or for any injury or accident sustained by a participant, during courses. Students, parents & guardians agree that no claims will be made against Wah Shing Mandarin Education Centre its Directors or staff.

## REFUNDS

1. If our centre closed before the courses start, all the tuition fees will be refunded.
2. If our courses cannot open according to the schedule and the students reject the new arrangements, full refund or refund based on ratio will be offered within one month after the request of refund.
3. If our courses are closed, our centre will provide refund arrangement based on ratio within one month.
4. Refund arrangement will be informed by phone or in writing. Parents or guardians of students under 18 years old can on behalf of the students to receive the refund.
5. Students or parents should sign in order to confirm they have received the refund.
6. Cheque will be paid for refund.

Signature of Student/ Parent: \_\_\_\_\_