

報名注意事項及入學須知

1) 報名手續

- 1.1 請將填妥的報名表格連同支票 (支票抬頭請填寫「耀中語藝教育中心有限公司」, 於支票背面寫上學生姓名、聯絡電話號碼及課程編號), 寄交九龍塘多福道3號 — 耀中語藝教育中心註冊組收。若資料、支票及/ 或文件不全, 恕不辦理。
- 1.2 取錄通知: 除個別課程設有特定的入學要求外, 報名以先到先得為準。學生最遲將於開課4天前收到取錄通知。如在開課前2天內尚未收到任何通知, 請致電本中心查詢。
- 1.3 新生如需進行課前評估, 費用為HK\$100, 此費用不得退回, 亦不能轉讓。評估日期一經安排, 不得更改, 否則需另繳評估費用。
- 1.4 電郵地址: 本中心將以電郵方式通知家長最新消息, 敬請家長清晰填寫電郵地址。

2) 退學 / 退費

- 2.1 除報名不獲取錄或課程取消外, 所繳學費恕不退回, 亦不能轉讓。
- 2.2 如有特別理由, 本中心將考慮是否接納退款申請。申請必須於開課前以書面提出。如本中心接納其退款申請, 退款安排將作如下處理:
 - 取錄通知發出前提出退款申請者, 將從退款中扣除HK\$200作行政費用(以每課程計算)。
 - 取錄通知發出後提出退款申請者, 將不獲退款。
- 2.3 課程如因按教育局指引而取消, 將不獲安排退費或補課。
- 2.4 如學生因生病或私人事宜缺席, 將不獲補課或退款。

3) 上課日期、時間及地點

- 3.1 上課之日期、時間及地點將詳列在取錄通知書內。
- 3.3 請留意取錄通知書內所列之假期, 如無更改, 本中心將不再另行通知。
- 3.4 本中心部份上課地點設有傷殘人士設施, 詳情請致電查詢。

4) 颱風及暴雨警告

- 4.1 若天氣情況惡劣, 請家長留意以下上課安排:

天氣狀況	課堂安排
1. 八號風球或以上; 或黑色或紅色暴雨警告訊號於上午6:30生效	上午9:00的課堂將取消。
2. 八號風球或以上; 或黑色或紅色暴雨警告訊號於課程開始前2.5小時前生效	課堂將會取消。
3. 八號風球或以上; 或黑色或紅色暴雨警告訊號於課程進行中生效	已開始的課堂將如常舉行直至課堂完結。家長必須安排時間接回子女。未開始的課堂將一律取消。
4. 八號風球或以上; 或黑色或紅色暴雨警告訊號除下	2.5小時後復課, 視乎情況而定; 我們會通知您。

- 4.2 黃色暴雨、一號或三號風球懸掛時, 課堂如常舉行。
- 4.3 因受天氣影響而取消之課程, 均不獲補課或退款。
- 4.4 上述情況校方將不作個別通知, 學生家長請留意香港天文台的天氣報告。如天氣情況不穩定, 家長須自行決定是否送子女回校上課。

5) 其他細則與規定

- 5.1 家長及監護人須全權負責學生於上課前和下課後的安全。
- 5.2 為了不影響課堂進行, 當老師進入課室後, 請家長儘快離開(親子課程除外)。
- 5.3 每堂為時兩小時或以上之課程, 設小息時間, 學生可帶備簡單小食及飲料, 於小息時享用。
- 5.4 本中心於每學期開課第一天向6歲以下學生家長派發接送咭。家長及學生於進出本中心

校舍時需出示該咭。若未能出示該咭，須填寫接送放學表格，登記香港身份證號碼及簽署，方可接回該學生。而本中心工作人員有權要求家長出示香港身份證，以便核實。家長若要求本中心補發接送咭，需繳付\$20 作行政費用。

- 5.5 如家長之通訊方法（地址、電話、電郵、傳真）、學生就讀之學校及年級等有變動，請以書面通知本中心，以便更新紀錄。
- 5.6 本中心有權：
 - (a) 於報名人數少於最低要求的情況下，取消該課程；
 - (b) 更改課程之時間、日期、上課地點及授課導師；及
- 5.7 本中心保留刊登課程或活動參加者之姓名、照片及錄像之權利，以作本中心宣傳之用。如不欲 貴子弟上鏡，請以書面通知本中心。
- 5.8 若學生遇上意外急需醫理，卻無法即時與家長聯絡取得指示，本中心將召喚救護車將之送往醫院，並會儘快通知家長。

本中心保留因情況需要而作更改的權利。課程最新資料，請瀏覽：www.yalc.edu.hk

Enrolment Information

1) Enrolment

- 1.1 Please send completed application form and cheque (make the cheque(s) payable to "**Yew Chung Arts & Language Centre Ltd.**", write the student's name, contact phone number and course code on the back of the cheque) to **Enrolment Section - YewChung Arts & Language Centre: 3 To Fuk Road, Kowloon Tong**. The Centre reserves the right not to process any application if the necessary items are not furnished.
- 1.2 Enrolment is on a first-come-first-served basis unless special admission requirements are stated. Applicants will receive notification of admission (or otherwise) at least 4 days before course commencement. If no notification is received within 2 days of course commencement, please call us to enquire.
- 1.3 YALC will charge a non-refundable pre-admission assessment fee of HK\$100 for any new students when necessary. Upon confirmation of assessment date & time, changes are not permitted.
- 1.4 The Centre will send latest news to parents via email. Please write your email address clearly.

2) Withdrawals and Refund

- 2.1 No refund will be made unless application for enrolment is not accepted or the course applied for is cancelled.
- 2.2 Requests for withdrawal will be considered under special circumstances. Such requests should be made in writing before course commencement. If granted, the fee arrangement will be as follows:
 - Written request received before confirmation letter issued: an administration fee of HK\$200 (per each course) will be levied.
 - Written request received **after** confirmation letter issued: No refund will be made.
- 2.3 If classes are cancelled in accordance with Education Bureau's (EDB) guideline(s) or announcement, no refund or make-up class will be arranged.
- 2.4 Neither a replacement class nor a refund will be arranged to student absent from class due to sickness or personal affairs.

3) Class Date, Time & Venue

- 3.1 Please check class date, time and venue as listed in the confirmation letter.
- 3.2 Please note any holidays as outlined in the confirmation letter. No further reminder will be made unless there are changes.
- 3.3 Some of our learning centres have facilities for the disabled. Please call our office to enquire.

4) Typhoon and Rainstorm

4.1 Please note the following class arrangement when the weather condition is severe:

Weather Signal	Class Status
1. Typhoon Signal No. 8 or above; or Black or Red Rainstorm in force at 6:30am	The classes at 9:00am will be cancelled.
2. Typhoon Signal No. 8 or above; or Black or Red Rainstorm in force 2.5 hours before class commencement time	Classes will be cancelled.

3. Typhoon Signal No. 8 or above; or Black or Red Rainstorm is in force while classes are in progress	Classes in progress will continue until normal class finish time but parents may come to collect their child at any time as needed; classes not yet commenced will be cancelled.
4. Clearance of Typhoon Signal No. 8 or above; or Black or Red Rainstorm	Classes will be resumed in 2.5 hours depending on the situation; we will inform you accordingly.

- 4.2 Classes will be held as normal when Yellow Rainstorm, Typhoon Signal No. 1 or 3 is hoisted.
- 4.3 For classes cancelled due to severe weather conditions, no refund or make-up classes will be arranged.
- 4.4 Students will not be notified individually. Parents are requested to pay attention to the Hong Kong Observatory weather reports and exercise their discretion in deciding whether or not to send their children to school when the weather is unstable.

5) **Other Rules and Regulations**

- 5.1 Parents and guardians are solely responsible for the safety of the students before and after class.
- 5.2 Parents are requested to wait outside the campus while class is in progress. Our staff have the right to ask any person to leave the premises.
- 5.3 For classes lasting for 2 hours or more each session, there is a short break. Parents are encouraged to prepare some drinks and snacks for their child to enjoy during the break.
- 5.4 Student under aged 6 will be given one Pick-up Pass on the first day of class for each term. Parents are requested to present the Pick-up Pass to our staff whenever entering the campus(es) throughout the whole term. Parents without a pick-up pass will be requested to fill out a form and provide their HKID No. and signature. Parents are also expected to present their HKID to our staff for verification when requested to do so. A request for an additional issue of Pick-up Pass will be required to pay \$20 for the administration fee.
- 5.5 Please notify the Centre in writing if there is any change in the contact number, correspondence address, phone, fax, email and the student's school and/or year of study.
- 5.6 The provision of courses is subject to the sole discretion of the Centre. The Centre reserves the right:
- to cancel courses if the number of applications falls below the required minimum;
 - to change the time, date, venue, and instructor of course should this be necessary, and
- 5.7 The Centre may take photos and videos from time to time for the purpose of promotion to our students and parents or the public at large. The Centre retains the right and sole discretion to publish the name and likeness (photos/images, etc) of any course or activity participants. If you do not want your child to be included in the photos or videos, please notify our Centre in writing.
- 5.8 In case of serious accidents where immediate medical care is required, but parents cannot be contacted for immediate instruction, the Centre will call an ambulance and send the student(s) concerned to hospital.

YALC reserves the right to make changes as needed. For the most updated course information, please visit: www.yalc.edu.hk