

## 課程細則及條款 Terms and Conditions of Course

### 一、申請、收費方法及優惠

- 1 請填妥申請表格及繳交所有相關費用
- 2 學費需每期繳交，每期學費為一整月，如申請人在課程中途加入，申請人/家長/監護人需按比例繳交該月份剩餘的學費(只適用於畫班及樂器班)
- 3 學費需每期繳交，每期學費為十堂，如申請人在課程中途加入，申請人/家長/監護人需按比例繳交該課程剩餘的學費(只適用於Mozaic Kids)
- 4 如申請人一次過繳交三個月的學費，可獲一次性九折優惠；或一次過繳交六個月的學費，可獲一次性八五折優惠，此優惠不可與其他優惠項目同時使用(只適用於畫班)
- 5 本中心不設退款服務

### 二、請假及補課事宜

- 1 學生如因生病或因事請假而需補課，必須於上課前通知本中心並安排補課，補課必須在三十天內進行。若申請人/家長/監護人未能按上述要求提交請假申請，將不會獲安排補課、發還費用或作順延學費。(不適用於莫札特兒童班)
- 2 莫札特兒童班不設有補課
- 3 學生必須準時上課，遲到學員並不獲補回額外時間，課程將會於原定時間下課

### 三、惡劣天氣安排

- 1 如遇八號颱風訊號或以上或黑色暴雨警告懸掛，所有未開始課程將被取消
  - 1.1 八號颱風訊號或黑色暴雨警告於上午六時仍然懸掛，上午十時至下午二時之課程將被取消
  - 1.2 八號颱風訊號或黑色暴雨警告於上午十時仍然懸掛，下午二時至下午六時之課程將被取消
  - 1.3 八號颱風訊號或黑色暴雨警告於下午二時仍然懸掛，下午六時至晚上九時之課程將被取消
- 2 如上述「惡劣天氣警告」於課堂開始後發出，該課堂將繼續直至完結，但家長/監護人可於課程期間帶同小朋友離開(如適用)
- 3 當天文台懸掛一號或三號颱風訊號、黃色或紅色暴雨警告時，所有課堂將照常進行
- 4 如上述「颱風訊號或暴雨警告」發出後，家長/監護人應按天氣情況決定是否讓小朋友上課，但一切應以小朋友之安全為重(如適用)
- 5 因天氣關係取消課程，本中心將與受影響的申請人/家長/監護人另行安排補課，補課必須在三十天內進行(由受影響當日起計)，否則不會獲發還費用或作順延學費

### 四、其他注意事項

- 1 申請人在課堂其間必須遵行導師的安排，否則導師有權即時停止申請人當日的課程及不會退回已付之學費
- 2 本中心範圍內設有閉路錄影監察系統，所得影像僅作保安之用
- 3 童言藝術中心不負責申請人在本中心可能發生的損傷或財物損失。申請人之私人財物如有遺失、損壞，本中心概不負責
- 4 申請人如有上呼吸道感染、傷風或感冒徵狀，請自備口罩上課
- 5 課程期間，場地設備如有任何損毀及失竊，申請人/家長/監護人須照價賠償
- 6 必須保持場地清潔，及確保課程後室內物品按原位擺設。廢物須用膠袋裝好，放於指定位置
- 7 為保持場地衛生整潔，課程期間不准飲食、吸煙、不可進行任何非法及不道德活動。若發現有上述情況，導師有權即時停止申請人當日的課程及不會退回已付之學費。此外，亦會考慮日後不再讓申請人申請有關課程
- 8 本中心將盡力編排同一個課程由同一位導師任教，但我們有權基於實際的運作需要而更換任課導師；如導師因事請假，本中心將安排另一位導師代課，但不作另行通知
- 9 本中心有權決定申請人的申請成功與否，如申請人違反課程守則，本中心有權立即取消其上課資格，所交費用將不予退還

### 五、童言藝術中心保留修改課程細則及條件之一切權利，而不須作事前通知



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### **A Procedures for application/payment of charges/discounts**

- 1 Please complete the application form and submit all course fees
- 2 Course fees should be paid on a monthly basis. For students who enroll partway through the month, it is compulsory to pay pro rata for the remaining classes for that month (For Painting and Musical Instrument Class ONLY)
- 3 Course fees should be paid for every 10 lessons (1 level). For students who enroll partway through the class, it is compulsory to pay pro rata for the remaining classes for that level (For Mozaic Kids ONLY)
- 4 The applicant can enjoy a one-off 10% discount when class tuition fees are paid for three months in one lump sum in the same application form; the applicant can enjoy a one-off 15% discount when class tuition fees are paid for six months in one lump sum in the same application form. This offer cannot be used in conjunction with other promotional items. (For Painting Class ONLY)
- 5 Refund service is not available

### **B Leave & Make-up Class Arrangement**

- 1 For sick or personal leave, please inform the centre before class. Make-up classes must be arranged within 30 days. No make-up class will be arranged if applicants do not follow the above mentioned leave-taking procedures. No refund or fee retaining for future course use will be allowed (NOT for Mozart Kids)
- 2 No make-up classes for Mozart Kids
- 3 Student must attend classes on time. Extra time will not be provided for late student. Classes will end as scheduled

### **C Severe Weather Arrangement**

- 1 All classes will be cancelled when typhoon Signal No. 8 or above / black rain storm warning signal is hoisted
- 1.1 Class of 10:00am-2:00pm will be cancelled if typhoon No.8 or above or black rain storm warning signal is still hoisted at 6:00am
- 1.2 Class of 2:00pm-6:00pm will be cancelled if typhoon No.8 or above or black rain storm warning signal is still hoisted at 10:00am
- 1.3 Class of 6:00pm-9:00pm will be cancelled if typhoon No.8 or above or black rain storm warning signal is still hoisted at 2:00pm
- 2 If the above "Severe Weather Warning" is hoisted whilst classes are in progress, classes will continue until the scheduled end time. Parents/Guardians may come to the Centre and pick up students during the time (If applicable)
- 3 All classes will operate as scheduled if Typhoon Signal No. 1 or 3 / Amber or Red Rainstorm Warning is issued
- 4 If the above "Typhoon Signal or Rainstorm Warning" is hoisted, parents should decide whether to take their children to classes according to the weather conditions and should be based on the safety of the children (If applicable)
- 5 Make-up classes will be provided to the applicant for cancelled classes due to the weather conditions. Make-up classes must be arranged in within 30 days (from the affected date). No refund or fee retaining for future course use will be allowed

### **D Other Policies**

- 1 Applicant must follow the tutor's arrangements during class .Otherwise,the class will be cancelled immediately and there will be no refund for fees paid
- 2 A round-the-clock surveillance system has been installed in the Centre for security purposes only.
- 3 Vana Music & Arts shall not be responsible for any damage or loss of properties of the applicant or their guests and shall not be liable to the applicant or their guests for any damage or loss he may sustain arising out of any breakdown of the activities provided in the class
- 4 In case the student has signs and symptoms of an upper respiratory infection, common cold or flu, the student should wear a face mask when attending classes
- 5 The applicant shall pay to the Centre the cost of reinstating or replacing any property damaged, destroyed or stolen during the class
- 6 The applicant shall maintain good order and discipline during the period of hire and keep place clean after use. The venue must be kept clean and the interior items should be placed in order after the course. Waste must be packed in plastic bags and placed in designated locations
- 7 No drink & food & smoking will be permitted whilst illegal and immoral activities will be prohibited. If any of the above circumstances are found, the Centre reserves the right to immediately terminate his/her class and will not refund any charge. And, we will also consider deciding not to let that applicant submit the class again
- 8 The Centre makes every effort to schedule the same tutor for the same course and the Centre reserves the right to change the class teacher according to operational needs. In case of tutor's leave, the Centre will arrange for substitution without prior notice
- 9 The Centre reserves the right to decide whether the applicant's application is successful or not. In the class of breach of any of the terms or conditions herein by the applicant, the class shall be cancelled immediately and there will be no refund for fees paid

### **E The Centre retains the right to change or amend the aforesaid Terms & Conditions at our absolute discretion**