



申請人須知 (此須知只適用於 Explorer Island “下稱「本中心」” 之申請人)

報名須知

學費

- 除課程改期、額滿或取消外，已繳交之課程費用將不予退還。
- 學費需每期繳交。每期學費為一整月，如學生在學期中途加入，家長需按比例繳交該月份剩餘的堂費及下月的學費。
- 若報名人數不足，本中心有權取消有關課程

退款政策

- 若課程因報名人數不足而取消，學生將於一個月內獲全數退回課程費用。
- 若課程未能按照收據所載安排開辦，而學生又拒絕接受新的安排，本中心將於一個月內會向學生全數或按比例退回所收取的課程。
- 倘若課程在開課後停辦，本中心會在停辦的一個月內，向學生按比例退回課程費用。
- 有關退款程序：
 - (a) 本中心會主動致電或以書面通知學生有關退款安排。十八歲以下的學生可由家長或監戶人代辦手續。
 - (b) 退款只會以現金支付，學生或家長收到退款時，須簽收確認。

請假及補課事宜

- 學生如因生病請假而需補課，必須於上課前通知本中心，並需於一星期內補交有效的醫生證明書，將獲補課。
- 學生如因事請假，必須於三天前以電話通知或到本中心辦理請假手續，安排補課。
- 若學生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。
- 學生每期最多只可獲一堂補課(以每科計算)。
- 本中心將為學生因上述事假/病假而安排補課，如未能安排同類課程補課，學生可以選擇參加同價或以下的課程一次。若新課程的費用比原來的高，學生需要繳交差價。
- 而未能參與任何課程補堂的費用將不予發還或用作往後的學費之用(或順延學費)。所有補課必須於該學年內完成(即每年八月三十一日)，逾期將不獲安排。
- 學生如未能出席已安排的補堂，恕未能另安排額外課堂。

惡劣天氣安排

- 如以下「惡劣天氣警告」生效，所有未開始課堂將被取消：
 - (a) 八號或以上颱風訊號；或 (b) 黑色暴雨警告
- 如上述「惡劣天氣警告」於上午7時半之後除下，本中心將於該警告除下後2小時全面復課；如上述「惡劣天氣警告」於下午3時半之後除下，下午所有課堂將被取消。
- 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，但家長或監護人可於課堂期間帶同小朋友離開。
- 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，所有課堂將如常進行。家長應按天氣情況決定是否讓學生上課，但一切應以學生之安全為重。
- 凡因惡劣天氣警告而取消之課堂均不設補堂或退款。

其他注意事項

- 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。
- 如需在中心內進行拍照及錄影請先向本中心申請。中心保留一切有關中心從學生作品、表演或課堂上收錄的照片、視頻、錄音之權利。有關資料將用作職員培訓、宣傳或教材用途。如家長不願子女出鏡，家長可透過書面通知本中心。
- 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教師；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。

免責條款

- 學生及家長如在本中心參與活動期間有任何遺失，本中心恕不負責。
- 本中心會保留隨時修訂課優惠之條款及本須知之細則的最終權利，恕不另行通告。

如有任何疑問，歡迎於辦公時間內致電 31608930 查詢。

啟智島語文藝術中心敬啟



Notes to Applicants

(The notes stated below shall only be applicants of Explorer Island "The Centre".)

Enrolment Terms

Payment & Fees

- All tuition fees are non-refundable upon completion of the enrolment process.
- Tuition fees should be paid monthly. For students who enroll partway through the month, it is compulsory to pay pro rata for the remaining classes for that month and the standard fees for the following month together.
- The Centre reserves the rights to cancel a course in case of insufficient numbers for enrolment.

Refund Policy

- If a course cannot be operated according to the arrangements specified in the fee receipts and students decline the revised arrangements offered by the Centre, the Centre should refund in full or on a pro-rata basis the course fees collected to students within one month.
- In case of cessation of a course after its commencement, the Centre should refund in full or on a pro-rata basis the remaining course fees collected for the classes that did not commence to students within one month.
- Refund Procedures:
 - (a) The Centre should on its own initiative inform students of the refund arrangement either by telephone or in writing. For students aged below 18, his/her parents or guardians can undertake the refund procedures on the student's behalf.
 - (b) The refund will be by cash only. Upon receipt of refund, students or parents should sign to acknowledge receipt

Leave & Make-up Class Arrangement

- Make-up classes will only be arranged with students who have taken a sick leave or personal leave.
- For sick leave, please inform the centre before class and submit a registered doctor's certificate with the sick dates clearly stated within 7 days. For personal leave, please inform the centre by phone or in person at least 3 days prior to the leave.
- 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.
- A maximum of one make-up class will be arranged each month for each subject.
- If a make-up class is not possible, the applicant can make up a class on another course of the same price or below. The applicant will need to pay the price difference if the price of the other course is higher.
- For those students who cannot attend any make-up class, no refund or fee retaining for future use is allowed. All make-up classes shall be arranged and finished before 31st August of the school term.
- If a student misses the scheduled make-up class, there will be no refund or further rescheduling for this class.



Severe Weather Arrangement

- All classes will be cancelled if the following “Severe Weather Warnings” are in force:
 - a) Either Typhoon Signal No.8 or above, or
 - b) Black Rainstorm Warning
- If the above “Severe Weather Warning” is cancelled after 7:30am, all classes will be resumed 2 hours later; while if the above “Severe Weather Warning” is cancelled after 3:30pm, all classes will be cancelled.
- If the above “Severe Weather Warning” is hoisted whilst classes are in progress, classes will continue as scheduled until they finish. Parents/Guardians may come to the Centre and pick up students during the time.
- All classes will operate as scheduled if Typhoon Signal No. 1 or 3 / Amber or Red Rainstorm Warning is issued. Parents are advised to take their children to classes in light of the weather conditions.
- Classes cancelled due to severe weather conditions will not be made-up or refunded.

Other Policies

- A round-the-clock surveillance system has been installed in the Centre. The installment is used for security purposes only.
- Photos and videos may only be taken with the written permission of Explorer Island. Explorer Island reserves the right to use photos, videos, and/or sound recordings of students and their work for teacher training, curriculum, and/or promotional purposes, unless otherwise informed by the applicant in writing.
- The Centre should make every effort to timetable the same teacher for the duration of a course, 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.

Disclaimer

- All participants enrolled in activities do so at their own risk and Explorer Island is not responsible for any loss, damage, or injury to students or their guests as a result of participating in these activities.
- Explorer Island reserves the rights to amend the above terms & conditions without prior notice. In case of disputes, Explorer Island reserves the right to make the final decision.

For enquiries, please call us at 3160 8930 during our office hours.

Explorer Island a language art centre