

Important Notes to Applicants 申請人須知

Please read thoroughly before you pay the fee. 請在繳交費用前細閱以下條款。

Enrollment in person

- ◆ Please fill out the Application form (see over leaf) and pay in crossed cheque with the applicant's name, class and contact phone number written on the back.
- ◆ Cheques should be made payable to "Egress English Language Centre".
- ◆ Please ensure that all information on the cheque is accurate and there is sufficient fund in the account.
- ◆ Post-dated cheques are not accepted.

Enrollment by Post/Fax

- ◆ Please send the completed application form (see overleaf), together with a crossed cheque with the applicant's name, the course(s) enrolled, and contact phone number on the back to the centre.
- ◆ Post-dated cheques are not accepted.
- ◆ Your application will be confirmed by call

Conditions of Enrollment

- ◆ All applications are processed on a first-come-first-served basis.
- ◆ Tuition fees are charged on monthly basis, payable before the first day of each month in which your child is attending class.
- ◆ Application is based on the information written in the form. Please complete all the information stipulated in the application form. Incomplete application form will not be processed.
- ◆ Please pay attention to the minimum age requirement of each course, if there is any. If students are found to be below the minimum age requirement, the school has the right to request the student to withdraw from the course without any refund.
- ◆ Enrollment will not be accepted when the course is full.
- ◆ When request is full, we waitlist your child. Priority is given to existing students and their siblings
- ◆ Applicants should make sure that all information on the receipt is accurate. Those who have enrolled are expected to be present at the time and place stipulated in the receipt. No separate confirm letter will be issued other than the receipt. Students should bring along their valid receipts for verification purposes in the first lesson and keep them until the course finished.
- ◆ For students who enroll partway through the month parents may either pay pro-rata, or arrange one or two catch-up classes to achieve the same levels the other students in the classes.
- ◆ **If students request to cancel their course enrollment the paid course fees will not be refunded under any circumstances.**
- ◆ **For those students who are absent from lessons due to personal matters, no substitution of lessons, proportional or full refund will be arranged.**
- ◆ **If students apply to transfer to another course, they must pay a handling fee of \$30. All applications for transfer should be made at least one week in advance before the commencement of the course.**
- ◆ Payment should be made duly before the course commences. The school reserves the right to withdraw any students who have not paid for the course(s).
- ◆ Course will only be offered if enrollment reaches the minimum class capacity, or it will be cancelled. Those who have enrolled will be notified and refunded in full. All refund will be returned by cheques within a month.
- ◆ The school reserves the right to change the course instructor, the time, the venue and the content specified in this course brochure whenever necessary.
- ◆ The school will not arrange an extra class for the absentees unless an approval is obtained from the principal in advance.
- ◆ In case of tutor's leave, the school will arrange for substitution without prior notice.
- ◆ The course fee do not include books, stationary and administration fee.

親身報名

- ◆ 請填妥報名表格後往接待處繳費。
- ◆ 閣下可選擇以支票或現金付款。
- ◆ 支票抬頭請寫上「**贊英英語語文中心**」。
- ◆ 支票背後請寫上學生姓名、報讀班級及聯絡電話。
- ◆ 恕不接受期票。

郵寄/傳真報名

- ◆ 請填妥表格並連同劃線支票寄回／傳真本校，切勿郵寄現金，恕不接受期票，本校會以電話通知被取錄的學生。

報名須知

- ◆ 報讀任何課程，本校均採用「先到先得」方式處理。
- ◆ 學費將以月計，申請人須於上課的第一天前繳交費用。
- ◆ 處理報名申請時，本校以報名表格上所填寫之資料為準。資料不全者，恕不受理。
- ◆ 報名時請留意每項課程的年齡限制，若未能符合者，其入學資格將被取消，所繳交的學費將不予發還。
- ◆ 各項課程於滿額後將不再接受報名。
- ◆ 如課程滿額，在讀學員及其兄弟姊妹將會被優先考慮。
- ◆ 學員被取錄後，本校將發予收據以茲證明，請即時核對收據上之資料是否正確，並請依照收據上所列明的時間及地點上課，本校將不會另發通知。本校發給學員的收據可作上課證明書，學員出席第一課時須帶備收據，並保留至課程完結為止。
- ◆ 如學員於中途插班，家長可選擇按比例繳交費用或按學員程度安排額外課堂以達到其他學員的進度。
- ◆ 學員報讀後，如要求取消，所繳交的學費將不予發還。
- ◆ 學員因私人理由缺席或退學，除不設補課外，亦不會退還或按比例退回學費。
- ◆ 學員如轉讀其他課程，必須於開課前一星期內申請並繳付\$30之手續費。
- ◆ 如上課時仍未繳交學費或出示有效之收據，本校有權取消其學籍。敬請家長保留收據，以便核對。
- ◆ 若報名人數不足，課程將予取消，申請人可於課程取消後一個月內取回退款，所有退款將以支票形式退還。
- ◆ 如有需要，本校有權更改原定之課程導師、上課時間、地點或內容。
- ◆ 除經校長特別批准外，本校不會為缺席之學生安排補課。
- ◆ 如導師因事請假，校方將安排另一導師代課，不作另行通知。
- ◆ 課程費用不包括書簿及文具費。

Personal Data

- ◆ Students' particulars will be processed and saved in our record . Students will be kept informed of our school's latest information via email or by post. Should the application of students fails in course enrollment or suspension of schooling occurs, we reserve the right to contain their particulars for the sake of keeping you abreast of our school's up-to-date information by postal delivery. Should you wish not to receive any promotional information from our school, please contact our staff.
- ◆ In accordance with the Personal Data (Privacy) Ordinance, you have the right to request a copy of your personal data kept by Egress English Language Centre and to correct any of your personal data. If you wish to access to your data, you should submit your written request to Egress English Language Centre, 4/F, Chasegold Tower, 100 Ma Tau Wai Road , Hung Hom, KLN. You will receive our reply within 40 working days.

Point to Note

- ◆ Classes will be cancelled in the case of:
 - (a) Typhoon signal No.8 or above being hoisted;
 - (b) A black rainstorm warning being issued.
- ◆ All class will be resumed four hours after lowering the Typhoon signal No.8 or the black rainstorm warning signal. Parents will be notified of the arrangements as soon as possible.
- ◆ We use our discretion as to whether or not to cancel classes due to typhoon signal number 3 or red rain warning. Please call us to confirm classes at these times.
- ◆ Parents are advised to take their children to classes in light of the weather conditions
- ◆ **In order to maintain the high quality of our students and teaching standard, students can only request ONE sick-leave (with doctor's proof) and ONE personal-leave (with 48 hours prior notice) within 3 months. If non-reasonable absences occur frequently, we reserves the right to cancel the student's place.**
- ◆ A round-the clock surveillance system has been installed in our school. The installment is used for security purpose.
- ◆ The performance of the students in the class may be recorded, and it may be used for promotion and recording.
- ◆ **We can arrange make-up class only for students who miss their regular class either through sickness or travel overseas. We cannot arrange make-ups for any other reasons. We must be informed in advance and in writing of classes to be missed so that we can schedule the make-up classes and inform our teachers. Classes missed without proper notice will not be made up later. If our available dates for make-up lessons do not match your child's availability, we cannot guarantee a replacement class. If your child cannot attend class for a period of three weeks or more and you would like to retain your child's place in the class, please inform us in advance and in writing, and we shall, where possible, make special arrangements for you.**
- ◆ Students are not permitted to eat in class, as food provides a distraction to others and maybe dangerous if certain students are allergic to food being consumed.
- ◆ We assume that your child continue with classes from month to month unless you notify us. We require 14 days notice prior to the date the student is leaving.
- ◆ **Classes cancelled due to bad weather or teacher sickness will be made up or we shall refund on a pro-rata basis the course fees within one month of your course fee refund request.**
- ◆ Egress English Language Centre shall not be liable to any party in respect of the following:
 - a) for any loss or damage to your property or any property in your possession in the course of engaging with Egress English Language Centre or participating in courses as arranged by Egress English Language Centre.
 - b) for death, or any injury or incapacity (except as may be required by law)

個人資料

- ◆ 申請人的資料將由本校職員處理並存入學生檔案。本校會透過電子郵件或郵寄方式通知學生最新資訊。若申請不被接納或學生停學，本校亦會保留學生的資料，以便日後寄上最新的課程資料及宣傳刊物。如不欲收到任何宣傳資料，請立即通知本校職員。
- ◆ 根據個人資料（私隱）條例，申請人及學員有權查閱和獲得贊英英語語文中心持有其個人資料之副本及要求更改其個人資料。如欲查詢、翻閱及更改其個人資料，請致函贊英英語語文中心接待處。本校將於收到書面申請後四十個工作天內回覆。

注意事項

- ◆ 在以下情況下，所有課堂將被取消：
 - (a) 當八號或以上颱風訊號懸掛時或
 - (b) 當黑色暴雨訊號懸掛
- ◆ 八號颱風或黑色暴雨警告除下四小時後，本校會全面復課，本校會盡快通知有關安排。
- ◆ 如三號颱風訊號或紅色暴雨訊號懸掛時，本校將根據天氣狀況決定是否取消課程，請家長務要聯絡本校確認當日安排。
- ◆ 校方建議家長應按天氣情況決定是否上課，一切應以學生安全為重。
- ◆ 為了保持學生及教學質素，學生在三個月內只可以申請病假（須提供醫生證明）及事假（須 48 小時前通知）各一天。如學生經常無故缺席，本校有權取消其學位。
- ◆ 本校範圍內設有 24 小時閉路錄影監察系統，所得影像僅作保安之用。
- ◆ 本校會拍攝學生上課情況以作宣傳及記錄之用。
- ◆ 本校將只會安排補課予因病或旅行請假的學員，其他原因將不予受理。學員必須事先以書面通知本校有關缺席事宜以令本校能根據時間表安排補課及通知導師，如非事先通知將不予受理。如本校所安排的補課日期未能適合該學員，本校將不保證可以另行安排補課。如學員未能參與上課長達三星期或以上但欲保留學位，請務要事先通知本校以為閣下作出特別安排。
- ◆ 學員不得於上課期間飲食，以防止有學員因此分散注意力及因對食物敏感而引致危險。
- ◆ 除非本校接獲閣下事先通知否則將預期貴子弟會繼續參與本校課程。閣下須於貴子弟離校前 14 個工作天通知本校。
- ◆ 如因惡劣天氣或老師生病而取消課堂，我們會儘量安排補課或按比例退還學費。
- ◆ 贊英英語語文中心不會負責以下事情：
 - a) 閣下財物的遺失及損壞。
 - b) 死亡，受傷或傷殘。

以上各項，我們最終會以英文的版本為依歸