



Important Information 重要須知



- 1. For more information on our programs, please visit our website**
課程簡介: 家長如欲查詢有關各課程簡介, 可瀏覽本部網頁 www.RichmondCE.ca
- 2. We encourage online registration. If you require information or assistance, please feel free to contact us.**
註冊: 歡迎並鼓勵採用網上報名服務, 若有疑問或須校方協助請致電查詢 604.668.6532
- 3. Our Mandarin Language Studies office is at: 國語中文課程辦公室:**
8560 Demorest Drive, Richmond
- 4. For updates on our classroom activities, please visit:**
欲了解本校園生活, 歡迎瀏覽 www.RCEmandarinprogram.wordpress.com
- 5. For refunds or withdrawals, please email to**
退學/退費申請: 請查閱網址或向有關職員查詢或電郵至 rce@sd38.bc.ca or email sleung@sd38.bc.ca
- 6. All refund requests for most courses must be received BEFORE the second class session of the course start date and also subject to a handling charge of 15% of course fees. (Refund or transfer request NOT accepted on site during second class session.)**
所有退費/退學申請必須於課程第二節課前申請, 否則不能辦理, 並扣除學費之百分之十五。學費不足一百元, 須扣除\$10。(不接受當天在校第二節課上的退學/退費申請)中途插班報名者, 如報名後, 不接受申請退費。
- 7. No tuition deductions/reimbursements or refunds for any absences or mis-behaviour.**
學生因事/因病而請假及行為有不當者, 學費沒有扣減/退費或補課等安排。
- 8. A handling fee of \$15 will be charged for any transfer requests for rescheduling to another class or other instructors.**
任何申請變更其他上課時間, 地點或教師, 需付\$15元。
- 9. Late registration: Students who do not register prior to the first day of the classes will be assessed a late registration fee of \$10.**
若學生於開課當天或開課後報名將收取十元行政費。
- 10. Notice: In case the course could not be run in a classroom due to Covid-19, we reserve the right to offer the course virtually.**
若課程因 **Covid 19** 沒能如常在課堂面授教學, 校方有權保留課程以線上學習安排。