

IMPORTANT INFORMATION

重要須知—Course Registration and Withdrawal Policy

Please be sure to review your choice of time and course level at time of registration. All course withdrawals will be charged the administration fee. (If you need to make change or transfer to the other course schedules, please inform our staff members at 604.668.6532, do not re-register to the same level and other schedules).

1. For more information on our programs, please visit our website: www.RichmondCE.ca
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.**
Please login your student's account to get the course receipt, all course information has been marked on the receipt such as course dates, course location, classroom number. 註冊: 歡迎並鼓勵採用網上報名服務, 若有疑問或需校方協助請致電查詢 604.668.6532
註冊後, 請再登入學生帳號, 查閱課程收據, 已確認所報課程, 開課日期, 上課時間, 課室號碼及上課地點等。
3. Our Mandarin Language Studies Program office is at: 國語中文課程辦公室: 12091 Cambie Road/No. 5 Road (Richmond Adult Education Centre)
4. For refunds or withdrawals request, please email to sleung@sd38.bc.ca
退學/退費申請: 請查閱網址或向有關職員查詢或電郵至 [email sleung@sd38.bc.ca](mailto:sleung@sd38.bc.ca)
5. All refund requests for most courses must be received BEFORE the second-class session of the course start date, and within 4 days of the course start date. It is subjected to a processing charge of 15% of the course fees for withdrawal (Email: sleung@sd38.bc.ca).
6. Refund or Transfer request will NOT be accepted on site during second class session.
7. Students ask for withdrawal request, if you received the booklet/book set for Read/Write class, It will be charged \$20, book set for the Conversational class. It will be cost \$40.
所有退費/退學申請必須於課程第二節課前申請, 及開課後 4 天內申請, 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\$15。(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。(已報名學費或學額不得轉讓他人使用)。若已拿取了教材或課本, 會話班, 須另付課本費: \$40, 讀寫班課本 \$20.
8. There are no tuition deductions/reimbursements or refunds due to any absences.
學生因事或因病而請假缺課者, 學費沒有扣減或補課/補考等安排。
9. A handling fee of \$15 will be charged for any transfer requests for rescheduling to another class.
任何申請變更其他上課時間/老師及教學模式, 需付\$15 元。
10. 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。