

## 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](http://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 Program office is at: 國語課程辦公室: 12091 Cambie Road, Richmond (Richmond School District Adult Education centre)**

**4. 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](mailto:rce@sd38.bc.ca) or 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](mailto:sleung@sd38.bc.ca)).**

**6. (Refund or Transfer request will 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，或開課後 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\$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。(已報名學費或學額不得轉讓他人使用)。

**7. No tuition deductions/reimbursements or refunds will be made for absence.**

學生因事或因病而請假缺課者，及學生的行為而擾亂上課秩序等事宜，學費沒有扣減或補課/補考等安排。

**8. 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。

**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. There is no mailing delivery service for students that are not available to collect the course material at our school. 學生家長若沒能前往辦公室領取教本，教材等上課資料。校方並不提供郵寄服務等安排。**