

** Please read this notice before registering for classes, including withdrawal and refund policy.*

註冊前，請仔細閱讀本頁訊息：包括退學、退費、轉班、請假等事宜。

** This is a FEE Paid program. (Fee is included materials or textbooks or booklet)*

本課程為付費課程(學費已包括所有教材)

REGISTRATIO NOTICE 註冊訊息

- 1. Please visit www.RichmondCE.ca to read detailed course info before registering your course. (For transfer, a handling fee of \$15 will be charged.)** 請登錄 www.RichmondCE.ca 報名，請仔細閱讀各課程簡介、上課時間、日期及地點等信息，避免報錯課程。(如需轉班，需付\$15手續費)
- 2. Each student has his/her own account including individual email address. It is better to manage your child's communication with the school and registration.** 每個學生都需要有自己的帳戶，包括單獨的電子郵件地址。这样可以更好地管理您孩子與學校的通信，以及溝通註冊事宜。
- 3. Please use the student's real date of birth to register for classes. Failure to do so will result in the school requesting a withdrawal from the course and no refund of tuition fees.**
請使用學生真實的出生日期報讀課程。否則校方會要求退學並不予退費。
- 4. After completing the online registration, please login your student's account to find the course dates, location, and classroom number, plus withdrawal policy under transaction payment history.** 學生網上註冊課程後，請再登陸學生的帳戶，查看收據，了解上課的時間，日期及課室編號(實體課)及申請退學或轉班等信息。

WITHDRAWAL/REFUND POLICY 退學/退費細則

- 1. All refund/Withdrawal requests must be received BEFORE the second session of the course 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. (Please email: sleung@sd38.bc.ca)**
所有退費/退學申請必須於課程第二節課前，開課後4天內提出，否則不能辦理，同時將扣除學費的百分之十五。
- 2. No refund after the Second session. (Refund or transfer request will NOT be accepted on site before or during second class session.)**
不接受當天在校或第二節課上的退學/退費申請。中途插班報名者，報名後不接受申請退費。
- 3. No tuition deduction/reimbursement or refund for any absence or misbehavior.**
學生因事或因病而請假者，或遲報名者，學費沒有扣減或退費。
- 4. 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，需付手續費\$15元。
- 5. Students ask for withdrawal request, if you received the booklet for Read/Write class, it will be charged \$20, for the book for Conversational class. It will be cost \$40.**
申請退課的同時，如果您之前已經領取課本，讀寫班的學生需要付\$20元課本費，會話班的學生需要付\$40元課本費。

IMPORTANT NOTICE: Leave of Absence (missed classes/exams/tests) 缺席/缺考/缺課細則

- 1. If you are unable to attend class for any reason, please notify the instructor as far in advance or email sleung@sd38.bc.ca or the instructor.**
如需請假，請儘早電郵告知教師，同時CC校方 sleung@sd38.bc.ca，電郵中寫明學生姓名及班別。
- 2. Absences cannot be scheduled for make-up tests or classes, nor can they be changed to another mode of instruction.**
若有學生缺考，缺課，校方將不再安排補考或補課。

- 2. If a parent needs to request materials for a class that was missed on that day, please pick them up during office hours on the day the student is in class.** 若家長要索取缺課日的補充資料及作業家課等，請於該生上課日辦公時間領取。
- 4. Our teachers may not be able to email you course materials except for online classes.**

除線上課程外，線下課程老師不提供電郵學習資料，請您理解。

***如果您在課程註冊時需要任何幫助，請致電604.668.6532或電郵至sleung@sd38.bc.ca或sawang@sd38.bc.ca。
If you need assistance for Online registration, please email sleung@sd38.bc.ca / sawang@sd38d.bc.ca or call 604.668.6532.*