

**IMPORTANT NOTICE/註冊前，請閱讀此重要資料**

*\* Please read this notice before registering for classes, including Withdrawal/Refund/Cancellation/Transfer policy. This is a FEE Paid program. (Fee is included course materials)*

\*本課程為付費課程（學費已包括教材）

**REGISTRATION NOTICE 註冊訊息**

1. Please visit [www.RichmondCE.ca](http://www.RichmondCE.ca) for course details before the registration (A handling fee of \$20 will be charged for any transfers)

請登錄[www.RichmondCE.ca](http://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\$20手續費）

2. Each student should have his/her own account including individual email address. It is better to manage school communication and registration for each child.

每個學生都需要有自己的帳戶，包括單獨的電子郵件地址。這樣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 Gmail, Hotmail or Outlook to open an account, The school district system cannot recognize the account @QQ 163 or 126.

請使用Gmail、Hotmail或Outlook開戶，系統無法識別qq、163、126。

4. Please use the student's actual date of birth when registering for classes. Failure to do so will result in the school requesting a course withdrawal with no refund of tuition fees. 請使用學生真正的出生日期報讀課程，否則校方會要求退學並不予退費。

5. After completing the online registration, please login your child's account to confirm the course dates, location, and classroom number, plus withdrawal policy

**WITHDRAWAL/REFUND POLICY/TRANSFER 退費/轉班細則**

1. All request for refund or withdrawal must be made in writing before the second-class and within 3 days of the course start date. Withdrawals are subject to a 15% processing fee on the course fee. (Email: [sleung@sd38.bc.ca](mailto:sleung@sd38.bc.ca))

所有退費/退學的申請最晚於開課第一節後，3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 misbehaviour or late registration. 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。

\*\*如果您在課程註冊時需要任何幫助，請電郵  
[sleung@sd38.bc.ca](mailto:sleung@sd38.bc.ca)/[sawang@sd38.bc.ca](mailto:sawang@sd38.bc.ca)或致電

4. No requests for transfer after the 2nd session. A handling fee of \$20 will be charged for any transfer requests, for rescheduling to another class or other instructors. 開課第二節課後不接受轉班，任何申請變更其他上課時間或班級或任教老師，需付手續費\$20元。

5. Students who request a withdrawal will be charged for any received booklets: \$20 for the Read/Write class, I and \$40 for the Conversational class.

申請退課的同時，如果您之前已經領取課本，讀寫班需要付\$20元課本費，會話班需要付\$40元課本費。

**LEAVE FOR 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 as possible or email [sleung@sd38.bc.ca](mailto:sleung@sd38.bc.ca) or the instructor.

如果您因故無法上課，請儘可能提前通知老師，並副本電子郵件至 [sleung@sd38.bc.ca](mailto:sleung@sd38.bc.ca)。

2. Absences cannot be scheduled for make-up tests or classes, nor can they be changed to another mode of instruction.

缺席者不能安排補考或補課，也不能改成其他教學模式。

3. Parents who need to request materials for a missed class should pick them up during office hours on the day the student attends class. (家長若要索取缺課的教材，請在學生上課當天的辦公時間內領取。)

4. During a student's absence, the school is unable to provide delivery of e-learning materials. 面授課，若學生缺席期間，學校無法提供電子學習材料的傳遞。

**LATE PICK UP 遲接**

1. Parents stay outside the school and please pick up your child from class on time.

家長請在學校外等候，並請準時接孩子下課。

2. To ensure the safety of your children, if parents do not come to pick up their children after half an hour from the end of the class on two or more occasions, the school reserves the right not to accept the students to attend the class, and there will not be any refund or make-up arrangements. 為確保學童安全，若家長兩次或以上於下課後半小時仍沒到校接回學童，本校有權不接受學童上課，並且不設退款或補課安排。

**ONLINE CLASS 線上課程**

If you register for an online class, you will receive a link to the meeting 3 days prior of the course start.

如果您註冊線上課程，您會在開課前3天收到會議連結。