

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 to read detailed course info before registering your course. (For transfer, a handling fee of \$20 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\$20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。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 system cannot recognize 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 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。
5. 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，請再登錄學生的帳戶，查看收據，了解上課的時間、日期及課堂編號（實體課）及申請退學或轉班等信息。

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

1. All refund/withdrawal requests, please email wilai@sd38.bc.ca to withdraw from a course prior to the first day of class. No refunds will be issued after 3 days have passed since the course start date. Withdrawals are subject to a 15% processing fee of the course fee. 所有退費/退學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.)
Students enrolling after the start of the term are not eligible for refunds.
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 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。
4. 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，讀寫班需要付 **\$20** 課本費，會話班需要付 **\$45** 課本費。
5. **TRANSFER REQUEST:** 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. **(Please email to sleung@sd38.bc.ca)**
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。

LEAVE FOR ABSENCE (Missed Classes/Exams/Tests) 缺席/缺考/缺課細則

Email to [Wilai@sd38.bc.ca](mailto:wilai@sd38.bc.ca)

1. If you are unable to attend class for any reason, please notify the instructor as far in advance as possible or email wilai@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 wilai@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. If parents need to obtain teaching materials for a class that was missed on that day, the student can have them made up by the teacher in next class. 學生若缺課，缺課當天的教材，將由老師於學生回校當天發還。
4. During a student's absence, the school is unable to provide delivery of e-learning materials.
面授課，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 the ONLINE class, you will receive the meeting link 3 days ahead of the course start day.

如果您註冊線上課程，您會在開課前 3 天收到會議連結。

****如果您在註冊課程時需要任何幫助，請致電604. 668. 6532或電郵至 sleung@sd38.bc.ca****

If you need assistance for Online registration, please email sleung@sd38.bc.ca or call 604.668.6532.