

Important Notice 重要須知

Mandarin Language Studies and Youth/Children Program

國語中文課程/兒童及青少年課程

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

We encourage online registration. If you require information or assistance, please feel free to contact us @ sleung@sd38.bc.ca

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

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。

For refunds or withdrawals, please email to

退學/退費申請:

1. 請查閱網址或向有關職員查詢或電郵 sleung@sd38.bc.ca or RCE@sd38.bc.ca
2. All refund requests must be received BEFORE the second session of the course date, and within 4 days of the course start date.
3. It is subjected to a processing charge of 15% of the course fees for withdrawal. (Email: sleung@sd38.bc.ca). No refund after the Second session.
4. Refund or transfer request will NOT be accepted on site before or during second class session.

所有退費/退學申請必須於課程第二節課前, 或開課後 4 天申請, 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。

5. No tuition deduction/reimbursement or refund for any absence or mis-behavior.

學生因事或因病而請假者, 學費沒有扣減或補課等安排。

6. A handling fee of \$15 will be charged for any trans-fer requests, for rescheduling to another class or other instructors.

任何申請變更其他上課時間, 需付\$15 元。