

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

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: 8560 Demorest Drive, Richmond

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 or email 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).

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 for any absences.

學生因事或因病而請假缺課者，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。