



## 報讀須知 Guidance Note

### 學費 Tuition

- 已繳學費，恕不退還。  
Tuition paid are non-refundable.
- 所有報讀的課程不能轉讓或交換，亦嚴禁由他人代替出席。  
No exchange or transfer courses one another after enrolment. Change of attendee is prohibited.
- 所有學費均以月費計算並須於每月七號前繳交。  
All fees are payable on a monthly basis and due before the 7th of each month.
- 家長可以現金、銀行入賬、PayMe、轉數快、微信支付香港或支票繳付學費。  
Please settle payment by cash, bank-in deposit, PayMe, FPS, WeChat Pay HK or cheque.
- 支票抬頭請註明「閱讀樂教育有限公司」，並於支票背面註明學生姓名及繳交學費之月份。恕不接受期票。  
Cheques should be made payable to Joy Reading Education Limited and please write the child's name and the month of tuition on the back of the cheque. No post-dated cheque is accepted.
- 每星期一/二/三堂，每月標準節數為四/八/十二堂。  
The monthly standard number of lessons: 4 lessons (once a week) / 8 lessons (twice a week) / 12 lessons (three times a week).
- 繳費後，如要減少每周一課節數，學費會因應調整及需繳交行政費\$200。  
If fee paid and the deduction of number of lessons is needed, tuition will be adjusted accordingly and \$200 administration fee will be charged for amendment.

### 惡劣天氣 Bad Weather Arrangement

- 如遇黑色暴雨警告/八號風球或以上，學童無需回中心上課並於兩個月內完成補堂。詳情請參閱「惡劣天氣政策」。  
The class will be cancelled when Black Rainstorm Warning or Typhoon Warning Signal No. 8 or above is in force. The class will be rescheduled and must be completed within two months. Please refer to the "Bad weather Policy" for more details.

### 請假 Leave of Absence

- 每課程請假次數上限為：一次(報讀每周一堂)或兩次(報讀每周二/三堂)，其後請假本中心不會作出補堂及退款安排。  
The number of leave requests for each subject will be once per month (for one lesson a week) or twice per month (for two or more lessons a week). No refunds will be given for any class missed.
- 補堂期限為兩個月，並需於學費期內非恆常課時間完成(請提前至少3天預約補堂)。  
The make-up class needs to be completed within two months and during non-regular class time of the tuition period (please make an appointment for make-up classes at least 3 days in advance).

### 休學/退學 Suspension / Withdrawal

- 如需暫停並保留學位，家長需預繳一個月學費作留位之用。中心只為學童保留學位最多一個月。  
If temporary suspension of study is needed, a prepayment equivalent to one month tuition is required. A maximum of suspension in one month is allowed. Otherwise, the school place will not be retained.
- 如學童退學，須於停學後十四天內完成所有補堂(最多兩堂)，逾期恕不受理。  
If withdrawal of study, all the make-up classes (max. of 2 lessons) have to be completed within 14 days of suspension (counting from the last lesson), and there will be no refund for the remaining lessons.

### 其他 Others

- 為保持環境清潔衛生，學童需穿着襪子上課，以確保個人衛生。  
To maintain the environmental hygiene, children have to wear socks during the lesson.
- 本中心於課堂/活動時所拍攝的相片或錄像，將會用作宣傳或推廣之用。若家長不欲子女於課堂/活動中被拍攝，請直接通知職員，本中心樂意為閣下作出相應安排。  
Joy Reading has the right to take photo of or video-record the class activity for the purpose of publicity and course promotion. Parents who do not wish the children to be captured by photo or to be shown in any other means, please notify our staff in advance and we will then make proper arrangement.
- 本中心保留最終安排決定權。  
Joy Reading reserves the right of the final decision.

新界火炭樂景街2-18號銀禧薈5樓506A

☎ 2636 4838

☎ 5290 5868

九龍紅磡馬頭圍道37-39號紅磡廣場1樓34

☎ 2618 1083

☎ 5165 7828

