

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.
 - 認字特攻隊/Captain Phonics IPA學費以月費計算並須於每月七號前繳交；
精靈小作家學費以期數計算並須於每期最後一堂前繳交。
Fees are payable on a monthly basis and due before the 7th of each month for Chi Word Recognition Program/ Captain Phonics IPA.
Fees are payable on the number of terms and due before the last lesson of each term for Chi Writing Program
 - 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「悅讀展藝教育有限公司」，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 and Performance 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.

- 認字特攻隊**
Chinese Word Recognition Program
- OR**
- Captain Phonics IPA**
- 每星期一/二/三堂，每月標準節數為四/八/十二堂。繳費後，如要減少每周一上課節數，學費會因應調整及需繳交行政費\$200。
The monthly standard number of lessons: 4 (for lesson once a week) / 8 (for lesson twice a week) / 12 (for lesson three times a week). 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
 - 如遇黑色暴雨警告/八號風球或以上，學童無需上課並需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 /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.
 - 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。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 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. 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).
 - 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.

- 精靈小作家**
Chinese Writing Program
- 每期請假次數上限為兩次，其後請假本中心不會作出補堂及退款安排。
The number of leave requests will be twice per term. No refunds will be given for any class missed.
 - 如遇黑色暴雨警告/八號風球或以上，學童無需上課，課堂將會順延。詳情請參閱「惡劣天氣政策」。
The class will be cancelled when Black Rainstorm Warning /Typhoon Warning Signal No.8 or above is in force. The schedule will be postponed. Please refer to the "Bad weather Policy" for more details.
 - 所有補堂日期及時間由導師安排，家長不得異議。如學童未能出席，恕不作退款安排。
The make-up class date and time will be arranged by Joy Reading, and parents are not allowed to object. No refunds will be given for any class missed.

- 其他**
Others
- 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.